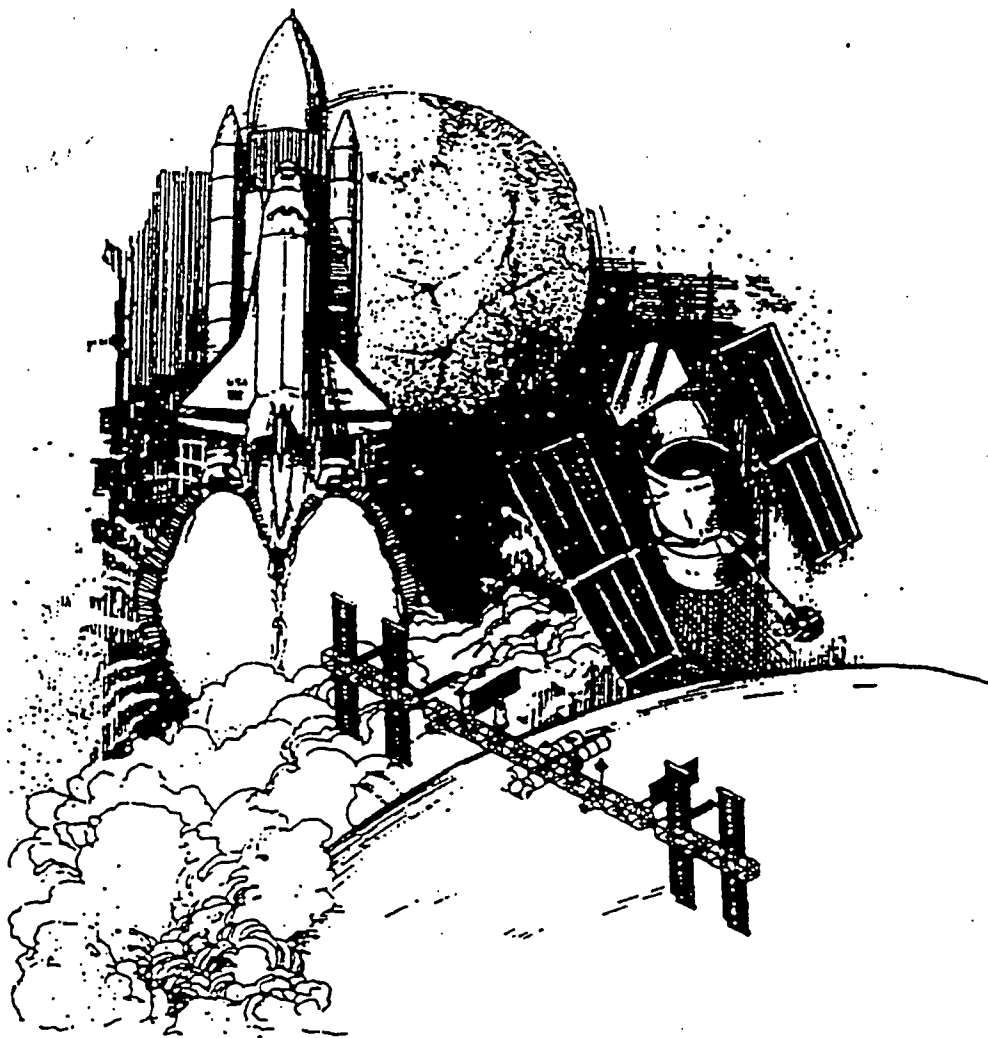




Change of Station

NASA's Guide to a Successful Move within
the Continental United States



Permanent Change of Station

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Permanent Change of Station

Foreword

NASA's Guide to a Successful Move Within the Continental United States

Congratulations on your relocation with NASA! We hope your move is as smooth and trouble-free as possible.

Moving is never easy; there is very little time and many decisions need to be made. During your relocation, you are going to get a lot of advice from many sources. It is important to NASA that you and your family make positive, well-informed decisions regarding your relocation.

Educate yourself and your family about the relocation process so you will know what to expect. That is why we are asking you to take time out of your now-even-busier schedule to read this Guide. It explains most of what you will need to know for a successful move. In fact, it was designed to be used as a tool for managing your relocation.

This publication is not only a "how-to" guide, but also a "things-to-do" list. Each time there is an item discussed that you will need to attend to, you will be provided with a box in the wide margin. As you get closer to your actual move, you can zero in on the boxes that are still blank.

If you ever feel that you need more specific information on any topic, ASK! Contact your Office of Human Capital or the NASA Shared Services Center Contact Center, whichever is appropriate. There is no such thing as a trivial question when it comes to relocation. Remember, the responsibility for a problem-free, reimbursable move rests with NASA and you.

Permanent Change of Station

Introduction

This guide is for transferees preparing to make a permanent change of station within the continental United States (CONUS). It contains helpful information to assist you during your Government-authorized move.

The guide outlines the allowances and expense reimbursements you are entitled to under the Federal Travel Regulation (FTR). However, it is important to note that this guide is not a copy of the FTR. Information in the FTR, Section 302 is far more detailed. Therefore, if there are any discrepancies between this guide and the FTR, the FTR overrides any information contained herein.

Eligibility. An employee relocated in the interest of the Government is eligible for a number of allowances and reimbursements. Two or more employee members of the same immediate family, relocated in the interest of the Government, are allowed to receive separate relocation orders and benefits. The relocation would be treated separately; however, there will be no duplicate payment for the same expense. The chart below illustrates the benefits available to you as a transferee.

Allowance	Transferees
Househunting Trip	X
Transportation (including family)	X
Per Diem	X
Household Goods	X
Temporary Storage	X
Non-Temporary Storage	(limited)
Mobile Home	X
Temporary Quarters	X
Real Estate Expenses	X
Relocation Services	X
Misc. Expense Allowance	X
Relocation Income Tax Allowance	X
Property Management Services	X*

POV Shipment	X
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*Foreign PCS only until GSA implements Public Law No. 105-264 and NASA implements its policy.

Coverage. There are a few rules governing NASA's ability to pay for your relocation expenses.

- The distance between the old duty station and the new duty station must be at least 50 miles, unless the head of the agency or designee authorizes an exception.
- You must sign a 12-month service agreement.
- You must begin your travel – including transportation for your family and household goods – within 2 years from the effective date of change of official station. This 2-year limit includes settlement of real estate transactions; however, the limit (in the case of sale/purchase or lease termination transactions) may be extended for an additional year upon request to the travel authorizing official. The 2-year period may also be extended if interrupted by active military service.

Chapter One


Get Ready . . .

The Federal Travel Regulation (FTR) requires NASA inform you of a transfer within a timeframe that will provide sufficient time for preparation. Once you have been notified of a transfer, there are a number of things that need to be done before you make any plans regarding a permanent change of station (PCS). This chapter describes how to begin.

EMPLOYEE SERVICE AGREEMENT (FTR 302-2)

You must sign a service agreement (NASA Form 1337) before travel orders can be issued. By signing the service agreement, you agree to remain in government service for at least 12 months after the effective date of the relocation. Temporary Change of Station (TCS) moves do not require a service agreement.


In the event an employee violates the terms of a Service Agreement, including failure to effect the transfer, any monies spent by NASA for such travel, transportation, and allowances will be recoverable as a debt due NASA unless the reason(s) for separation is beyond the control of the employee and is acceptable to the responsible officials of NASA. See Appendix D.

To Do: Fill out NASA Form 1337, "Service Agreement - Transferred Employee." See Appendix A-1.	
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TRAVEL INFORMATION REQUEST

After signing the service agreement, you will need to fill out a travel information request form that details where you and your household goods will be moved, names of your immediate family, etc.

This information will help your Office of Human Capital determine which allowances and entitlements you will be authorized. Since your travel authorization documents will be prepared on the basis of the information in this form, it is important that you fill it out in detail. It must be completed before the authorization process can begin.

To Do: Fill out NASA Form 1449, "Information Covering Persons Transferred or Appointed to First Duty Station." See Appendix A-2.	
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TRANSFER BETWEEN OFFICIAL STATIONS IN THE CONTINENTAL UNITED STATES (CONUS) (FTR 302-3.101)

Relocation allowances that agency must pay or reimburse	Relocation allowances that agency has discretionary authority to pay or reimburse
1. Transportation & per diem for employee & immediate family member(s) (Part 302-4 Subpart A)	1. Househunting per diem & transportation, employee & spouse only (FTR 302-5 Subpart A)
2. Miscellaneous moving expense (Part 302-16 Subpart A)	2. Temporary quarters subsistence expense (TQSE) (FTR 302-6 Subpart A)
3. Sell or buy residence transactions or lease termination expenses (Part 302-11 Subpart A)	3. Shipment of privately owned vehicle (POV) (Subpart B of Part 302-9 Subpart A)
4. Transportation & temporary storage of household goods (Part 302-7 Subpart A)	4. Use of relocation services company.
5. Extended storage of household goods (Part 302-8 Subpart A)*	5. Property management services (Part 302-15 Subpart A)
6. Transportation of a mobile home or boat used as primary residence in lieu of the transportation of household goods (Part 302-10 Subpart A)	6. Home marketing incentives (Part 302-14)
7. Relocation income tax allowance (RITA) (Part 302-17 Subpart A)	

*Only when assigned to a designated isolated official station in CONUS.

RELOCATION ALLOWANCES FOR TRANSFERRING EMPLOYEES IN CONNECTION WITH TEMPORARY CHANGE OF STATION MOVES WITHIN THE CONTINENTAL UNITED STATES (TCS) FTR 302-3.400

Allowances that Agency must pay or reimburse (FTR 302-3.412)	Allowances that Agency has discretionary authority to pay or reimburse (FTR 302-3.413)
1. Transportation & per diem for employee & immediate family member(s) (FTR 302-4)	1. Househunting per diem & transportation, employee & spouse only (FTR 302-5)
2. Miscellaneous expense allowance (FTR 302-16)	2. Temporary quarters subsistence expense (FTR 302-6)
3. Transportation & temporary storage of household goods (FTR 302-7)	3. Shipment of privately owned vehicle (FTR 302-9)
4. Extended storage of household goods (FTR 302-8)	4. Property management services (FTR 302-15)

5. Transportation of a mobile home or boat used as primary residence in lieu of the transportation of household goods (FTR 302-10)	
6. Relocation income tax allowance (RITA) (FTR 302-17)	

BINDING DECISIONS

In order for NASA to more effectively manage its Relocation Services Program, you will be required to make **binding decisions** at the beginning of your relocation. If offered by the gaining Center, decide whether you want the fixed amount or the lodgings-plus reimbursement method your househunting trip; whether you want the fixed amount reimbursement method or actual expense method for temporary quarters; and/or whether you want property management services instead of the home sale entitlement at the old duty station. Binding decisions must be made before your travel authorization can be prepared.

To Do: If authorized Househunting Trip and/or Temporary Quarters make decisions regarding Fixed versus Actual. Fill out Binding Decisions Forms, See Appendix A-3.



TRAVEL AUTHORIZATION

After you have signed a service agreement, chosen binding decisions, and completed NASA Form 1449, you will need to complete NASA Form 1450, "Authorization - Change of Official Station." This form is the key to an authorized move. When signed by the gaining Center approving official, you will have the authority to incur expenses necessary to move you and your family. These expenses may include: a househunting trip, transportation of household goods, storage of household goods, transportation, temporary quarters subsistence expenses, miscellaneous expense allowance, real estate and unexpired lease expenses, en route, use of relocation service companies, shipment of privately owned vehicle, relocation income tax allowance, etc. The authorization specifies your allowances. **Read it carefully.** If you have any questions, ASK. Before you spend any resources on your move, contact your Office of Human Capital or your Center point of contact for relocation with questions about anything not specifically authorized on the travel authorization. Be sure to clarify any issues as soon as possible. Once you begin to incur expenses, an authorization cannot be changed.

To Do: Obtain NASA Form 1450, "Authorization-Change of Official Station" from your Office of Human Capital and ensure it is accurate. See Appendix A-4.



ADVANCE OF FUNDS (FTR 302-2)

Employees are highly encouraged to utilize their government travel card for reimbursable expenses incurred. However, you may be authorized to receive an advance of funds to cover some reimbursable expenses. An advance of funds may be authorized for travel and transportation expenses and must be authorized in your travel authorization. You will need to fill out Standard Form 1038 to request an advance of funds. The outstanding travel advance will be offset against the travel reimbursement vouchers as they are received, regardless of what expense is claimed on the voucher.

The following may be funded in advance:

- Per diem, mileage, and common carrier costs anticipated for the employee and family for the PCS move, and for a househunting trip, if authorized (FTR 302-4.600, FTR 302-5.16)
- Estimated allowable temporary quarters subsistence expense for up to 30 days. Additional funds may be approved for additional 30 day periods. (FTR 302-6.15)
- Transportation and temporary storage of household goods or transportation of a mobile home, only if by commuted rate method (FTR 302-7.105)

The following cannot be funded in advance:

- Miscellaneous expense allowance (FTR 302-16.101)
- Real estate transactions and unexpired leases (further explained in Chapter 3) (FTR 302-11.307)
- Transportation and temporary storage of household goods or transportation of mobile home if by actual expense method (since the Government pays the mover directly) (FTR 302-7.105)

The travel advance cannot be issued earlier than 4 weeks before you expect to incur the related expense. Allow at least 2 weeks to process the advance. The Gaining Center will obtain the Direct Deposit information needed to process your advance.

To Do: Fill out Standard Form 1038, "Advance of Funds Application" if obtaining an advance. See Appendix A-5.



TRAVEL VOUCHERS

You will need to fill out travel vouchers as you incur expenses for the various allowances. These vouchers validate your expenditure of advanced funds and facilitate reimbursement for expenditures not advanced. The process for filing travel vouchers is explained in more detail in Chapter 4. See Appendix A-6 for a Standard Form 1012, Travel Voucher.

It is a good idea to keep all receipts related to your relocation, especially when you choose to itemize expenses in lieu of a fixed amount. Receipts are **required** for all lodging and expenses greater than \$75. If a claim is determined to be unreasonable, you will be required to substantiate all related expenses with receipts. Call the NSSC Contact Center at 1-877-NSSC-123, if you have any questions regarding completion or filing of vouchers.

Chapter Two

Get Set . . .

Now that you are officially moving to a new duty station, you need to find a new home and move your household goods.

HOUSEHUNTING TRIP (FTR 302-5)

The term "househunting trip" refers to a trip made by the employee and/or spouse to the new official station locality to find permanent living quarters to rent or purchase.

It is not mandatory for NASA to authorize payment of a househunting trip expense allowance. If there is less than 75 miles between the old and new duty station, you will not be authorized a househunting trip. (FTR 302-5.3) However, NASA may provide one househunting trip for you and your spouse, either together or separately. If you and your spouse take the trip separately, the total reimbursement is limited to the cost of one round-trip for both of you had you been traveling together. The trip may not exceed 10 days including travel time.

Househunting trips must be approved on the travel authorization. Transferees must complete their househunting trip the day before they report for duty at the new duty station. Spouses may start and complete their househunting trip before or after the employee's enter on duty (EOD) date. It is the responsibility of relocating employees to arrange suitable release, EOD, and househunting trip dates. Childcare and animal boarding expenses are not reimbursable expenses for the househunting trip.

The number of days used for a househunting trip count toward your 1st 30 days actual expense temporary quarters reimbursement and your total authorized number of days for temporary quarters. So if you take a 10-day househunting trip, your first day of Temporary Quarters Subsistence Expense (TQSE) will actually be the 11th day of your first 30 days of temporary quarters.

To Do: Make transportation reservations for househunting trip.	<input type="checkbox"/>
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There are two methods for reimbursement: Lodgings-Plus Reimbursement Method and the Fixed Amount Reimbursement Method, which are described in detail below:

LODGINGS-PLUS REIMBURSEMENT METHOD

Reimbursement includes round-trip transportation expenses for the employee and spouse by common carrier, or a mileage allowance when POV is authorized (15 cents per mile for employee only or 17 cents per mile for employee and spouse traveling together), and per diem allowance not to exceed the rate applicable for the location to where you are traveling.

FIXED AMOUNT REIMBURSEMENT METHOD

Reimbursement includes round-trip transportation expenses for the employee and spouse by common carrier, or a mileage allowance when POV is authorized (15 cents per mile for employee only or 17 cents per mile for employee and spouse traveling together). The maximum per diem allowance is determined by multiplying the gaining center locality rate by 5 for an employee only or by 6.25 for the employee and spouse traveling together or separately. You will **not** be required to submit receipts or itemize your lodging or meals and incidental expenses if you choose this method.

To Do: Decide between the Lodgings-Plus or Fixed Amount Reimbursement Methods for househunting trip.	<input type="checkbox"/>
To Do: Prepare and submit SF 1012 "Travel Voucher" for househunting trip.	<input type="checkbox"/>

MOVEMENT OF HOUSEHOLD GOODS (FTR 302-7)

Moving your belongings is probably one of the most difficult parts of your relocation. Advance planning should save you considerable time and aggravation.

The maximum weight allowance of household goods that may be shipped or stored at Government expense is 18,000 pounds net weight. The weight on any professional books, papers and equipment (PBP&E) count against the 18,000 pound limit. However, if the weight of any PBP&E causes the lot to exceed 18,000 pounds, the PBP&E may be transported to the new duty station as an administrative expense of the agency but only at NASA's discretion.

Generally, NASA will assign a moving company and pay the cost on a Commercial Bill of Lading (CBL). The gaining Center's transportation office will do a cost comparison between a CBL and the commuted rate (self arranged move) method. The lowest cost method will be authorized. If you are authorized the commuted rate method on your travel orders, you will be reimbursed based upon proper receipts and documentation. If you are authorized a CBL on your travel orders, and choose a professional moving

company yourself (commuted rate) or choose a "do-it-yourself" move, you will be reimbursed for allowable expenses incurred up to the cost of the CBL. There are expenses that cannot be paid on a "do-it-yourself" move, such as a car tow bar and insurance.

ORIGIN AND DESTINATION OF YOUR SHIPMENT

Household goods may be shipped from your old home to the home or storage at your new station. Items may be shipped from different locations at the old station to different locations at the new station. The total cost of doing so cannot exceed the cost of moving the items in one shipment.

For example, if you have some furniture in storage near your old home, NASA will pay to have the stored furniture, as well as your housed furniture, moved provided doing so does not exceed the cost of doing it all at once. If you have household goods in more than one lot, contact your Office of Human Capital or your Center point of contact for relocation to determine your entitlements.

ITEMS AUTHORIZED TO BE SHIPPED AS HOUSEHOLD GOODS

NASA will provide for the shipment of: household furnishings, equipment and appliances, furniture, clothing, books, two- or three-wheeled vehicles, and similar personal property which belong to the employee and immediate family. Residential riding lawn mowers may be included but not farm tractors used for cutting fields of grass. Personal watercraft such as canoes, rowboats, jet skis, etc. may also be included, but not sailboats, power boats, etc.

ITEMS NOT AUTHORIZED TO BE SHIPPED AS HOUSEHOLD GOODS

NASA cannot include in the shipment of household goods: automobiles or other passenger vehicles, airplanes, mobile homes*, camper trailers, boats*, birds, pets, livestock, cordwood, building materials, items that are for resale or disposal rather than for use by you or your family, property not belonging to you or your immediate family, or any property intended for use in conducting a business or other commercial enterprise. If you have a specific question about something you want to ship, be sure to ask the gaining center's Office of Human Capital or point of contact for relocation before making


* If you intend to reside in a mobile home at your new station, the expense of transporting the mobile home between the old and new stations is reimbursed in lieu of transportation of household goods (FTR 302-10). The definition of a mobile home includes a boat used as the employee's primary residence, and includes as a reimbursable transportation expense the necessary costs of preparing a mobile home for movement and resettling it at the new destination. Please see your point of contact for relocation for more details.

arrangements

Note: NASA may authorize the shipment of a POV in a separate allowance if it is determined to be cost effective and advantageous to the Government.

INSURING YOUR HOUSEHOLD GOODS

You may want to purchase transit insurance to insure your goods against damage or loss. However, please note that the cost of this insurance is not reimbursable.

To Do: Contact gaining Center's transportation office concerning shipment of household goods.	
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STORAGE OF HOUSEHOLD GOODS

In connection with transportation of household goods, you may be authorized to temporarily store your goods at your new station. NASA Transportation Officers normally will arrange for the temporary storage, and NASA will pay the costs directly. If you must arrange for storage, you will be reimbursed for reasonable costs incurred including in-and-out charges.

The time allowable for temporary storage in connection with an authorized shipment of household goods is 90 days. Under certain circumstances, you also may be able to qualify for an extension. Under unusual circumstances (such as location to isolated posts), you may qualify for "non-temporary" storage. Contact your point of contact for relocation if you believe you may qualify for these unusual conditions.

You are responsible for the payment of taxes incurred for the storage of household goods in excess of 30 days. If the storage costs over 30 days are paid directly by NASA you will be receive a bill of collection for the taxes incurred. If you arrange your own storage and receive reimbursement, the taxes will be withheld from the payment. This is an IRS requirement (IRS Publication 521) and can not be waived.

Chapter Three

Go!

Now that you are on your way, you will need to know just a few things while traveling en route to your new destination.

EN ROUTE TRAVEL (FTR 302-4)

En route travel is the travel period the employee will be allowed to travel from the old duty station to the new duty station. Employee and family may travel together or separately.

ALLOWABLE EXPENSES

Transportation Expense

NASA will determine through a cost comparison process if it is cost effective and advantageous to the Government to ship your vehicle(s) and provide you and your family member's common carrier transportation in lieu of driving a POV. Your Center point of contact for relocation will make this cost comparison and authorize the mode most advantageous to the Government. If it has been determined that it is more advantageous to the Government to ship a vehicle from one location to another that method becomes the preferred method. If you choose to do otherwise, a constructed travel voucher will be required. (You will be reimbursed at the lower cost and will be required to take leave for any excessive travel days.) If you are not familiar with constructed travel vouchers, call the NSSC Contact Center.

Shipment of Privately Owned Vehicle (FTR 302-9 Subpart D)

NASA may authorize the shipment of a POV in connection with the transfer of an employee within CONUS when this mode is more advantageous to the Government. A cost comparison is prepared by the Travel Office utilizing a standardized Agency model. The model compares the cost of travel by POV (including mileage, per diem, and productivity costs) to the cost of shipping the POV (including shipping, air travel, and productivity costs). A separate cost comparison is done for each vehicle that has been authorized for PCS.

If shipment of a POV is authorized, NASA will pay for all necessary and customary expenses directly related to the transportation of the POV (including crating and packing, shipping and port charges for readying the POV for shipment at the port of embarkation and for use at the port of debarkation).

CAUTION: Regulations do not allow NASA to reimburse the cost of a rental car at either the old or new duty station.

Driving the Privately Owned Vehicle (POV) (FTR 302-4)

If you are authorized to drive to your new station, you may choose any origination point, route, and destination point you would like. However, please note that you will only be reimbursed for the cost of transportation by the usually traveled direct route between your old location and the new official station. You are required to drive at least 300 miles per day (FTR 302-4.400). You will be reimbursed for the mileage on the "usually traveled" route at a rate based upon whether you have one, two, three, four, or more family members in your POV. Like the per diem rate, the mileage reimbursement rate is subject to change, so please check with the Travel Office for current rates.

Mileage allowances – The mileage allowance when a POV is used for en route travel is as follows:

Occupants in POV:

Employee (or 1 family member)	15 cents
Employee +1 (or 2 family members)	17 cents
Employee +2 (or 3 family members)	19 cents
Employee +3 (or 4 family members)	20 cents
More than 4 family members	20 cents

Each authorized individual may be reimbursed for travel one way only, one time between the old location and new official station.

Generally, an employee will travel to the new station in the same POV with his/her family. Certain exceptions exist where you and your family may be allowed to travel in different POVs or at different times. Reimbursement for more than one POV must be authorized in advance on the travel authorization (FTR 302.4-501). More than one POV may be allowed when:

- A POV cannot reasonably transport your entire family together with luggage.
- A family member's age or physical condition necessitates special accommodations in one POV.
- You must report to the new station before your family can feasibly leave the old residence (end of school year, etc.).

- Family members must take up residence at the new station in advance of your reporting date (because of the beginning of a new school year, etc.).
- Members of your family travel between more than one set of authorized points of travel.

To Do: Make transportation reservations for en route travel if common carrier is the mode of transportation.



Per Diem Expense

You are allowed per diem while you are traveling to your new station. For transfers within CONUS, the per diem allowance for allowable en route travel between the destination from where the employee is relocating and the new official station is not to exceed the standard CONUS rate (currently \$99). NASA will pay per diem according to the following guidelines:

- En route travel begins the day you actually leave the destination from where you are relocating and ends the day you arrive at the new station.
- If traveling by POV, per diem will be allowed on the basis of actual travel time.
- You will be reimbursed three-quarters of the meal and incidentals expense (M&IE) rate for the first and last day of en route travel.
 - If your spouse travels with you, the maximum allowed per diem is three-fourths your rate. If traveling separately and authorized for separate travel, your spouse is allowed full per diem.
 - Other family members 12 years or older are allowed per diem up to three-fourths your rate; younger than 12 years are allowed per diem up to one-half your per diem rate.

To Do: Prepare and submit a SF-1012, Travel Voucher, for en route travel expenses.



TEMPORARY QUARTERS (FTR 302-6)

Under certain conditions, you may be reimbursed for the expense of occupying a temporary residence until a permanent residence can be obtained. The term temporary quarters refers to "lodging obtained from a private or commercial source for the purpose of temporary occupancy after vacating the residence

occupied when the transfer was authorized.” Temporary quarters must be authorized on the travel authorization.

Eligibility

You are not automatically entitled to temporary quarters subsistence expense (TQSE) reimbursement. If needed, you should request the allowance at the time you complete NASA Form 1449. NASA will determine if it is in the Government's interest to pay TQSE (FTR 302-6.6). The distance between your old and new official station needs to be at least 50 miles in order for you to qualify for this allowance (except when temporary quarters are used while awaiting the arrival of household goods).

You may occupy temporary quarters at one location (usually the new or old duty station) while the members of your immediate family occupy temporary quarters at another location (usually the new or old duty station).

Time Limitations

You may be authorized to claim actual TQSE in increments of 30-days or less, not to exceed 60 consecutive days. An additional 60 days may be authorized if individual circumstances are deemed compelling by the authorizing official. Under no circumstances may you be authorized reimbursement for actual TQSE for more than a total of 120 consecutive days (FTR 302-6.104).

NASA employees may choose to use the Fixed Amount Reimbursement Method or the Actual Expense Method of reimbursement for their TQSE. You must make this binding decision when completing the NASA Form 1449 before your authorization is prepared.

Fixed Amount Reimbursement Method – TQSE (FTR 302-6 Subpart C)

If you select the fixed amount TQSE reimbursement method, you are paid a fixed amount for up to 30 days. No receipts are required, and no extensions are allowed (FTR 302-6.200).

To determine the amount of your payment under this method, the following information is provided (FTR 302-6.201):

- Employee: 75% of gaining Center locality rate X authorized days
- Spouse: 25% of gaining Center locality rate X authorized days
- Child (any age): 25% of gaining Center locality rate X authorized days

Actual Expense Method – TQSE (FTR 302-6 Subpart B)

NASA will pay actual TQSE incurred, provided expenses are reasonable and do not exceed the maximum allowable amount. Receipts for lodging and individual expenses over \$75 are required. There are limits to the amounts of reimbursement you may receive under this allowance:

Maximum Time Allowable: 60 days. An additional period not to exceed 60 days may be authorized for compelling reasons. You must request additional temporary quarters and provide justification in writing to the Center Director or designee. Temporary storage is not automatically extended when requesting additional temporary quarters.

1st 30-Day Period: You or an unaccompanied spouse (i.e., the spouse may occupy temporary quarters in a location separate from the employee), are allowed a daily rate up to the Standard CONUS rate of \$99. The following rates are applicable to family members for temporary quarters.

Employee or unaccompanied spouse	\$99.00
Accompanying spouse (75% of \$99.00)	\$74.25
Each family member 12 years or older (75% of \$99.00)	\$74.25
Each family member under 12 years (50% of \$99.00)	\$49.50

Note: Any househunting trip days reimbursed will be counted toward the 1st 30 day period and the maximum number of temporary quarters days.

2nd 30-Day Period and Additional 60 days, if authorized: The following rates are applicable to family members for temporary quarters in excess of the 1st 30 day period:

Employee or unaccompanied spouse (75% of \$99.00)	\$74.25
Accompanying spouse (50% of \$99.00)	\$49.50
Each family member 12 years or older (50% of \$99.00)	\$49.50
Each family member under 12 years (40% of \$99.00)	\$39.60

NASA has determined that for M&IE (the total of breakfast, lunch, dinner, and incidental expenses) purposes, costs up to 45% of the daily maximum allowance will be considered reasonable. The M&IE may consist of restaurant meals and/or groceries, laundry and dry cleaning. Amounts in excess of this percentage may be reimbursed up to the maximum allowance for all per diem expenses, if substantiated with detailed itemized receipts and acceptable justification is given (65 Comptroller General 409 or B-218988, March 12, 1986.)

Allowable Amounts

Reimbursement for subsistence expenses is on an actual expense basis. You should keep all receipts for lodging, food (including groceries, if any), laundry and dry cleaning, and fees and tips incident to these expenses.

Actual expenses for lodging, meals, and all other items of subsistence expenses must be itemized on a daily basis. Where groceries are claimed in lieu of meals, you should submit all receipts. All lodging receipts and receipts for any subsistence expense in excess of \$75 are required to be submitted with the voucher. Although other receipts are not required, they should be retained regardless of amount in case expenses are deemed to be unreasonable. Local transportation expenses during temporary quarters are not reimbursable.

Temporary quarters subsistence expenses are for a consecutive-day period only. It does not run separately for the employee and their families, but runs concurrently for all family members (FTR 302-6.109). Employees may be reimbursed for the "fixed costs" portion of per diem if they are required to perform temporary duty travel while in temporary quarters, or they may elect to extend their entitlement period. "Fixed costs" are those authorized entitlements other than meals. These include lodging, furniture rental, utilities, and cable TV.

To Do: If claiming Actual Expenses Method, fill out NASA Form 1500, "Claim For Temporary Quarters Subsistence Expense Reimbursement," to maintain an accurate record of your expenses. See Appendix A-8.	<input type="checkbox"/>
To Do: Prepare and submit a SF 1012 "Travel Voucher" for Actual Expense Method for each 30-day period or the Fixed Amount Reimbursement Method.	<input type="checkbox"/>

**ALLOWANCES FOR EXPENSES INCURRED IN CONNECTION WITH
RESIDENCE TRANSACTIONS (FTR 302.11)
(Real Estate Transactions Apply to Permanent Change of Station
Transferees Only)**

You may be reimbursed for expenses associated with the sale of your old home, purchase of your new home, or the breaking of a lease. There are five requirements to be eligible for this reimbursement:

- Any title or interest involved must be in your name and/or your immediate family member's name.
- You must have acquired an interest in the property involved before being informed of the transfer.

- You must settle sales, purchases, and lease terminations within 2 years after reporting for duty at the new station, unless an extension of time has been authorized. Transferees with an enter on duty date prior to 2/19/02 may request an extension not to exceed 1 additional year. Transferees with an enter on duty date on or after 2/19/02 may request an extension not to exceed 2 additional years.
- In cases when expenses are shared with other individuals, reimbursement will be based on your share of the transaction.
- Both the old and new official stations must be within the 50 states, Puerto Rico, the Canal Zone, or territories and possessions of the U.S.

NASA has contracted with a third party to provide you with a comprehensive program to assist you with all phases of your relocation. See Appendix H for more information.

Selling Your Home

There are two ways to sell your home. You should investigate all options to determine which method is best for you.

First, you may sell your home yourself or with the aid of your own real estate agent, and be reimbursed for many expenses incurred with the sale. In selling your home, you are eligible for reimbursements up to 10% of the sale price for allowable expenses.

Second, you may use the services of the third party relocation service that NASA retains. These services are explained more fully in Appendix H and in the brochure you can obtain from your point of contact for relocation. **Note:** NASA pays the total contractor fee for home sales valued up to \$500,000. Employees are responsible for that portion of contractor fees associated with home sales exceeding \$500,000.

In connection with the third party relocation service, NASA offers a home marketing incentive (HMI) payment to a transferred employee to encourage the employee to independently and aggressively market their residence and find a bona fide buyer, thereby reducing the fee/expense NASA must pay the relocation services company. The amount of the incentive payment will be the lower of 3% of the amended value price the relocation services company paid the employee for the residence, or one-half the savings NASA realized from the reduced fee/expenses it paid. **The relocation services company under contract with NASA must be used to receive the home marketing incentive payment.**

If you use the relocation services contractor to sell the residence at the old duty station and receive the home marketing incentive, actual temporary quarters subsistence, including any househunting trip, is limited to 60 days with no exceptions. (Reference Appendix E, Home Marketing Incentive Program.) For example, an employee is authorized 60 days temporary quarters. Five days are used for the househunting trip, so a maximum of 55 days temporary quarters may be reimbursed without exception.

Reimbursable Sales Expenses. Provided they are customarily paid by the seller of a residence at the old official station, the following expenses may qualify for reimbursement:

- Broker's fees and real estate commissions in connection with selling the home (not in connection with purchasing a home at your new station)
- Advertising expenses (newspaper, bulletin board, and multiple-listing service), not included in the broker's fees or real estate commissions associated with selling your home
- Customary cost of appraisal
- Legal fees such as a title search, title opinion, title insurance; preparing abstracts, conveyances, other instruments and contracts, and notary and recording fees; surveys, and preparing drawings and plats. Note: legal services should be specifically itemized on the attorney's bill and not submitted under the general heading of legal fees

Note: For a complete list and explanation of each, see FTR 302-11.200.

Non-Reimbursable Sales Expenses. The following expenses are not reimbursable (FTR 302-11.202):

- (a) Any fees that have been inflated or are higher than normally imposed for similar services in the locality;
- (b) Broker fees or commissions paid in connection with the purchase of a home at the new official station
- (c) Owner's title insurance policy, "record title" insurance policy, mortgage insurance or insurance against loss or damage of property and optional insurance paid for by you in connection with the purchase of a residence for your own protection;
- (d) Interest on loans, points, and mortgage discounts;
- (e) Property taxes
- (f) Operating or maintenance costs;
- (g) Any fee, cost, charge, or expense determined to be part of the finance charge under the Truth in Lending Act, Title I, Pub. L. 90-321, as amended, and Regulation Z issued by the Board of Governors of the

Federal Reserve System (12 CFR part 226, unless specifically authorized in 302-11.200;

- (h) Expenses that result from construction of a residence, except as provided in FTR 302-11.200(e)(10); and
- (i) Losses, see FTR 302-11.304

Property Management Services (FTR 302-15)

In some situations property management services may be requested in lieu of the home sale. If approved, NASA will NOT pay the selling expenses of that property at a later date. Property management services are offered by a company for a fee and assist a transferee in retaining and renting, rather than selling his/her residence at the old official station. These services typically include obtaining a tenant, negotiating the lease, inspecting the property regularly, managing repairs and maintenance, enforcing lease terms, collecting the rent, paying the mortgage and other carrying expenses from rental proceeds and/or funds of the employee, and accounting for the transactions and providing periodic reports to the employee. NASA will not pay for items relating to the maintenance, insurance or loss of income on the property. Property Management only relates to the fee charged by the company for their services. The employee may obtain the services directly and be reimbursed, or NASA may contract with the relocation services company to provide these services. If you are interested in this entitlement please contact your point of contact for relocation for further information.

Buying a New Home

Certain expenses associated with purchasing a home at your new duty station are also reimbursed, although not to the extent as in selling your old home. You may be reimbursed up to 5% of the purchase price for allowable expenses.

Reimbursable Purchase Expenses. See Appendix D for details. In general, the following expenses may qualify for reimbursement (FTR 302-11.200):

- Miscellaneous costs including loan origination fees (normally NTE 1%), cost of preparing credit reports, mortgage and transfer taxes, State revenue stamps, charges for prepayment of mortgage (in most cases), and the cost of a lenders mortgage title policy
- Costs incurred in construction of a residence, provided these costs are comparable to what the reimbursable cost of purchasing an existing residence would be

Note: These expenses may or may not be reimbursable based upon what is usual and customary for the area in which you are purchasing a home.

Non-Reimbursable Purchase Expenses. The following expenses in connection with the purchase of a home at your new station are not reimbursable (FTR 302-11.202):


- Broker's fees and real estate commissions
- Losses due to failure to buy a residence at the new station at a price comparable to the selling price of the residence at the old station
- Additional taxes that arise as a result of a change in residence
- Any litigation costs
- Costs of most types of insurance including "record title" policy, owner's title policy, mortgage insurance, and property insurance
- Interest on loans, points, and mortgage discounts
- Funding Fees
- Property taxes
- Operating and maintenance costs
- Expenses determined to be finance charges as defined in the Truth in Lending Act
- Losses due to failure to purchase a residence at the old duty station for a certain price
- Legal expenses of an advisory nature

To Do: For real estate expenses, fill out NASA Form 1338, "Employee Application for Reimbursement of Expenses Incurred Upon Sale or Purchase of Residence Upon Change of Official Station." See Appendix A-7. Also fill out Standard Form 1012, "Travel Voucher" for these expenses and submit with the NASA Form 1338. These forms should be submitted with the following documentation as applicable: sales agreement, property settlement documents, invoices, receipts for other bills paid, and/or receipts for items paid outside of the contract.



Unexpired Leases. Expenses incurred for settlement of an unexpired lease are reimbursable when (FTR 302-11.7):

- Applicable laws or the terms of the lease provide for payment of settlement expenses; or
- Such expenses cannot be avoided by sublease or other arrangement; or
- You have not contributed to the expenses by failing to give appropriate lease termination notice promptly after you have definite knowledge of your transfer; or
- The broker's fees or advertising charges are not in excess of those customarily charged for comparable services in that locality.

To Do: Fill out Standard Form 1012, "Travel Voucher," to document expenses incurred with unexpired lease transactions.	
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MISCELLANEOUS EXPENSE ALLOWANCE (FTR 302-16)

The miscellaneous expenses allowance (MEA) is to help defray some of the cost incurred due to relocating. The MEA is related to expenses that are common to living quarters, furnishings, household appliances, and to other general types of costs inherent in relocation of a place of residence.

There are two ways to claim this allowance. (1) If you do not want to collect supporting documentation to claim this benefit, you may receive a flat allowance. If you have no immediate family relocating with you, you will receive \$500 or the equivalent of 1 weeks gross pay (whichever is less). If you do have immediate family members relocating with you, you will receive \$1000 or the equivalent of 2 week's gross pay (whichever is less).

With full supporting documentation, you may claim up to one week's basic pay (if you are single) or two weeks' basic pay (if you have an immediate family). The allowance shall not exceed the maximum rate of a GS-13 at the time the employee reports for duty at the new official station.

Reimbursable Expenses. The following are examples of miscellaneous moving expenses that may be reimbursed:

- Disconnecting and connecting appliances, equipment, and converting appliances for operation on available utilities


- Utility fees or deposits that will not be eventually refunded
- Losses due to forfeiture of medical, dental, and food locker contracts that are not transferable or refundable;
- Automobile registration, driver's license, and use taxes imposed when bringing automobiles into some areas;
- Cutting and fitting rugs, draperies, and curtains moved from one residence to another – do not claim NEW carpets or draperies
- Rental agent fees customarily charged for securing housing in foreign areas
- Grandfather clocks – leveling and adjusting after move
- Piano tuning after move
- Telephone – will reimburse to give you service which is comparable to the service at your previous residence, i.e., additional jacks
- Contracts for private institutional care, such as that provided for handicapped or invalid dependents which are not transferable or refundable

Non-Reimbursable Expenses. The following are examples of expenses that cannot be reimbursed (FTR 302-16.203):

- (a) Losses in selling or buying real and personal property and cost related to such transactions;
- (b) Cost of additional insurance on household goods while in transit to the new official station or cost of loss or damage to such property;
- (c) Additional costs of moving household goods caused by exceeding the maximum weight limitation;
- (d) Costs of newly acquired items, such as the purchase or installation cost of new rugs or draperies;
- (e) Higher income, real estate, sales, or other taxes as the result of establishing residence in the new locality;

- (f) Fines imposed for traffic infractions while en route to the new official station locality;
- (g) Accident insurance premiums or liability costs incurred in connection with travel to the new official station locality, or any other liability imposed upon the employee for uninsured damages caused by accidents for which he/she or a member of his/her immediate family is held responsible;
- (h) Losses as the result of sale or disposal of items of personal property not considered convenient or practicable to move;
- (i) Damage or loss of clothing, luggage, or other personal effects while traveling to the new official station locality;
- (j) Subsistence, transportation, or mileage expenses in excess of the amounts reimbursed as per diem or other allowances under this regulation;
- (k) Medical expenses due to illness or injuries while en route to the new official station or while living in temporary quarters at Government expense under the provisions of this chapter; or
- (l) Costs incurred in connections with structural alterations (remodeling or modernizing of living quarters, garages or other buildings to accommodate privately-owned automobiles, appliances or equipment; or the cost of replacing or repairing worn-out or defective appliances, or equipment shipped to the new location).

Note: If you choose to document expenses, allowance shall not exceed the maximum gross pay of a GS-13 provided in 5 U.S.C. at the time the employee reports for duty (FTR 302-16.103).

To Do: Fill out Standard Form 1012, "Travel Voucher," to claim the miscellaneous moving expense allowance. Please note that this expense cannot be advanced.	
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CHAPTER FOUR

After The Finish Line . . .

Now that you have arrived, you will need to complete all the paperwork and final details of your move. This chapter outlines how to fill out your travel voucher, guidelines on income tax liability you may incur, and how to make damage claims.

TRAVEL VOUCHERS

To claim reimbursement for any allowed expenses, you must fill out a Travel Voucher, Standard Form 1012. If you received a travel advance, you must fill out a Travel Voucher to show how you spent the funds that you received. Vouchers should be turned in as the expenses are incurred. Be sure to submit *all* supporting documentation, and keep a copy for your files.

Change of Station travel vouchers are processed by the NASA Shared Services Center (NSSC) Travel Office located at Stennis Space Center, MS. Your Center management does not need to sign Change of Station vouchers; the approving officials are located at the NSSC. Please include your travel authorization number and a daytime phone number on the voucher. Reimbursements are made by direct deposit to the banking institution and account information you have on file with Payroll. Vouchers should be faxed to 1-866-779-6772 or mailed to NSSC, Building 5100, Code XD01, Stennis Space Center, MS 39529.

To Do: Fill out a Travel Voucher, SF 1012, for reimbursement of expenses or to account for an advance of funds. Fax vouchers to 1-866-779-NSSC (6772) for processing.



TAX INFORMATION (FTR 302-17)

The Internal Revenue Service requires all employers to withhold taxes from the reimbursement of various moving expenses. Transferees are entitled to a Relocation Income Tax Allowance (RITA) to reimburse substantially all of the additional Federal, State, and local income taxes incurred. However, only the expenses actually paid or incurred and not allowed as a moving expense deduction for tax purposes are covered by the RITA. The amount of tax liability and the subsequent RITA will be determined by the NSSC Travel Office. The Travel Office will send eligible transferees a request for the RITA voucher submission and necessary information after W-2's for the tax year are issued.

Please review the following chart outlining taxable allowances and RIT coverage:

Allowances	Subject to Taxes	Covered by RIT
1st 30 days Temp Storage	N	N/A
Additional Storage over 30 days	Y	Y
Extended Storage	Y	Y
Enroute Lodging	N	N/A
Enroute Meals	Y	Y
Enroute Transport/Contract Hotel	N	N/A
Home Marketing Incentive	Y	N
Househunting Lodging	Y	Y
Househunting Per Diem	Y	Y
Househunting Transportation	Y	Y
Lease Breaking Expense	Y	Y
Miscellaneous Expense Allowance	Y	Y
Mobile Home in Lieu of Household Goods	N	N/A
Property Management	Y	Y
Real Estate Expenses	Y	Y
RITA	Y	N
Temporary Quarters	Y	Y
Transportation of HHG	N	N/A

NOTE: RIT and Home Marketing Incentive Payments are not included in the RIT allowance. Taxes are the responsibility of the recipient.

In compliance with existing regulations, the amount of tax liability and the subsequent RIT allowance will be determined by the NSSC. NSSC will send eligible transferees a request for the RITA voucher submission and necessary information after NASA issues W-2's for the tax year.

An estimate for taxes is calculated for each voucher submission as follows:

The total allowable reimbursement will be recorded as part of your gross wages (i.e., the amount after applicable taxes are calculated and added in) when each travel claim is processed. This will result in an increased tax burden for the calendar year, however, the Federal tax has been offset by the withholding tax allowance payment on the vouchers. Calculation of a RITA is authorized for the year following reimbursements to ensure eligible transferred employees have been compensated for substantially all of the additional Federal, State, and local (if applicable) income tax expense incurred.

NASA Pays:

- Withholding Tax Allowance (WTA)—25%
- Employer Portion of Social Security Tax (FICA)—6.2% (if applicable)
- Employer Portion of Medicare Tax (HIT)—1.45%

Employee Pays:

- Employee Portion of FICA—6.2% (if applicable)
- Employee Portion of HIT—1.45%
- State Tax—(if applicable)
- Local Tax—(if applicable)

NOTE: Employees under the Federal Employees Retirement System (FERS) are subject to FICA. Employees under the Civil Service Retirement System (CSRS) are not subject to FICA. All employees are subject to HIT.

The state and local tax and employee portion of FICA and HIT taxes will reduce your vouchers net reimbursement.

The total allowable reimbursement will be recorded as part of your gross wages (i.e., the amount after applicable taxes are calculated and added in) when each travel claim is processed. This will result in an increased tax burden for the calendar year, however, the Federal tax has been offset by the WTA payment on the vouchers. Calculation of a RIT allowance is authorized for the year following reimbursements to ensure eligible transferred employees have been compensated for substantially all of the additional Federal, State (if applicable), and local (if applicable) income tax expense incurred.

To Do: Call the NSSC Contact Center for procedures on submission of RIT allowance claim.

**LOSS OR DAMAGE CLAIMS**

Claims for lost or damaged personal property, resulting from the shipment of household goods while under official transfer of station travel orders, are settled under the Military Personnel and Civilian Employees Claims Act.

The first step to assuring reimbursement for all lost or damaged goods is to personally monitor all unloading and unpacking. Get a copy of the loading inventory and check off each crate, box, or item. Anything missing should be noted on the inventory sheet. Annotate on the inventory when the condition is "unknown" for those boxes not unpacked by the carriers or in their presence.

Only you can determine your household goods value. Your shipment will be automatically valued at a base value of \$5.00 times the actual shipment weight in pounds. If you want additional coverage, you will be charged \$0.85 per \$100 on the excess portion of the base value times the weight of the shipment. You can file a loss or damage claim with the moving company. Call the NSSC Contact Center for assistance.

To Do: Fill out a NASA Form 1204, "Employee's Claim for Damage to, or Loss of, Personal Property Incident to Service". See Appendix A-9.



FINAL COMMENTS

We want you to be satisfied with your move. If there are any problems, or any potential problems that you foresee, please contact your Center point of contact for relocation as soon as possible. Best of luck at your new duty station!

Appendix A

SAMPLE FORMS

NASA Form 1337, Service Agreement – Transferred Employee

National
Aeronautics and
Space
AdministrationService Agreement -
Transferred Employee

In consideration of being granted certain entitlements due to the official transfer between NASA installations or from another Government agency for travel, transportation, movement of household goods, subsistence, miscellaneous expenses, relocation income tax allowance and relocation services in accordance with the provisions of 5 U.S.C. 5724, 5724a, 5724b, and Federal Travel Regulations, Chapter 2, Part 12, I the undersigned hereby agree to remain in the service of the United States Government for 12 months following the effective date of my transfer unless separated for reasons beyond my control which are acceptable to the National Aeronautics and Space Administration.

In case of violation of this agreement it is understood that any moneys spent on behalf of myself or immediate family once I have officially accepted a position at

for any entitlement officially authorized by the National Aeronautics and Space Administration shall be considered a debt recoverable in full by the United States.

It is further understood that in the event of a transfer to another Government agency or as the result of an inter-agency transfer before serving the full 12 months of this agreement, that I shall continue to be liable to the United States Government for the number of months remaining unserved at the time of my transfer from


(Signature)

(Date)

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Appendix A-1

NASA Form 1449, Information Covering Persons Transferred or
Appointed to First Duty Station, Page 1

 National Aeronautics and Space Administration		Information Covering Persons Transferred or Appointed to First Duty Station			
TYPE OF MOVE <input type="checkbox"/> FIRST DUTY STATION <input type="checkbox"/> FDS 5 USC 9811 <input type="checkbox"/> PCS <input type="checkbox"/> TCS <input type="checkbox"/> SES LAST MOVE HOME					EOD DATE: _____
1. NAME OF EMPLOYEE		2. CURRENT ADDRESS (Street, City, State, ZIP) (Commutes from daily to current duty station/work)		3. CURRENT DUTY STATION	
4. COUNTRY	5. HOME PHONE	6. OFFICE PHONE	7. FAX PHONE	8. SOCIAL SECURITY NUMBER	
9. GRADE/STEP	10. RETIREMENT SYSTEM <input type="checkbox"/> FERS <input type="checkbox"/> CSRS	11. MARITAL STATUS	12. LOCATION OF IMMEDIATE FAMILY (Street, City, State)		
13. DEPENDENT / IMMEDIATE FAMILY DATA					
I REQUEST THAT EXPENSES BE ALLOWED FOR TRANSPORTATION OF MEMBERS OF MY IMMEDIATE FAMILY AS LISTED BELOW, AND HEREBY CERTIFY THAT THESE PERSONS ARE IN FACT MEMBERS OF MY IMMEDIATE FAMILY AS DEFINED IN "FEDERAL TRAVEL REGULATIONS."					
a. NAME OF SPOUSE		c. DEPENDENT PARENTS OF EMPLOYEE AND/OR SPOUSE NAME			
b. CHILDREN/DEPENDENT SIBLING (unmarried and under 21 years of age)					
NAME		BIRTH DATE			
1. _____		d. CHILDREN/DEPENDENT SIBLING OVER 21 YEARS OF AGE PHYSICALLY OR MENTALLY INCAPABLE OF SUPPORTING THEMSELVES			
2. _____		NAME			
3. _____					
4. _____					
14. TRANSPORTATION FROM OLD TO NEW DUTY STATIONS					
DRIVING IS THE PREFERRED METHOD OF TRANSPORTATION. SHIPMENT OF POV MAY BE AUTHORIZED IF THE COST COMPARISON SEEMS BENEFICIAL TO THE GOVERNMENT.		a. YEAR, MAKE, MODEL, SIZE (i.e. compact, midsize, large/luxury, van, etc.) OF PRIVATELY OWNED VEHICLE (POV)			
b. EMPLOYEE MODE		(4) TRAVEL DATE	c. IMMEDIATE FAMILY MODE	d. SEPARATE TRAVEL MODE	(4) TRAVEL DATE
<input type="checkbox"/> (1) POV <input type="checkbox"/> (2) AIR <input type="checkbox"/> (3) _____			<input type="checkbox"/> (1) WITH EMPLOYEE <input type="checkbox"/> (2) SEPARATELY	<input type="checkbox"/> (1) POV <input type="checkbox"/> (2) AIR <input type="checkbox"/> (3) _____	
e. REASONS FOR SEPARATE TRAVEL					
IF YOU ARE A FIRST DUTY STATION APPOINTEE OR SES LAST MOVE HOME, COMPLETE SECTION 16 AND THE SIGNATURE BLOCK. FIRST DUTY STATION APPOINTEES ARE NOT AUTHORIZED HOUSE-HUNTING TRIP, RENTAL CAR, TEMPORARY QUARTERS, REAL ESTATE, OR MISCELLANEOUS ALLOWANCES.					

NASA FORM 1449 JUL 04 PREVIOUS EDITIONS ARE OBSOLETE.

Appendix A-2

NASA Form 1449, Information Covering Persons Transferred or
Appointed to First Duty Station, Page 2

15. HOUSE HUNTING TRIP (Binding Decision)			
HHT must be done by employee prior to EOD and by spouse prior to enroute.			
a. TRIP IS REQUESTED FOR <input type="checkbox"/> (1) EMPLOYEE <input type="checkbox"/> (2) BOTH <input type="checkbox"/> (3) SPOUSE	b. ENROUTE MODE <input type="checkbox"/> (1) POV <input type="checkbox"/> (2) AIR <input type="checkbox"/> (3) _____	c. CAR RENTAL REQUEST <input type="checkbox"/> (1) YES <input type="checkbox"/> (2) NO	d. NUMBER OF DAYS REQUIRED <input type="checkbox"/> (1) ACTUAL NTE DAYS _____ <input type="checkbox"/> (2) FIXED REIMBURSEMENT METHOD
16. TRANSPORTATION OF HOUSEHOLD GOODS FROM OLD DUTY STATION			
a. LOCATION (Street, City, State, County)	b. EST. SHIPMENT DATE	c. EST. WEIGHT	d. TEMPORARY STORAGE REQUESTED (Not to exceed 90 days) <input type="checkbox"/> (1) YES <input type="checkbox"/> (2) NO
NOTE: TEMPORARY STORAGE COSTS OVER 30 DAYS ARE TAXABLE AND EMPLOYEE IS RESPONSIBLE FOR THE TAXES DUE.			
e. TRANSPORTATION OF PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT NEEDED (Itemized inventory and special authorization required) <input type="checkbox"/> (1) YES <input type="checkbox"/> (2) NO		f. RELEVANT NOTES REGARDING MOVE (i.e. Special care items, two pickup locations, etc.)	
17. TEMPORARY QUARTERS (Binding Decision)			
a. NEEDED <input type="checkbox"/> (1) YES <input type="checkbox"/> (2) NO	b. NUMBER OF DAYS REQUIRED <input type="checkbox"/> (1) ACTUAL _____ NTE 60 DAYS <input type="checkbox"/> (2) NO. OF PERSONS - (Immediate Family) _____ <input type="checkbox"/> (3) FIXED NTE 30 DAYS (No Extension)		
18. REAL ESTATE			
DESCRIPTION			RESPONSE (Check)
			YES (1) NO (2) N/A (3)
a. DO YOU OWN REAL ESTATE AT YOUR OLD DUTY STATION?			
b. DO YOU PLAN TO SELL YOUR REAL ESTATE HOLDING WITHIN 2 YEARS AFTER YOUR REPORTING DATE?			
c. DO YOU PLAN TO USE THE RELOCATION SERVICES CONTRACTOR TO SELL YOUR REAL ESTATE AT YOUR OLD DUTY STATION?			
d. DO YOU PLAN TO PURCHASE REAL ESTATE AT THE NEW DUTY STATION WITHIN 2 YEARS AFTER YOUR REPORTING DATE? (If "yes," complete item 18i, below)			
e. ARE YOU CURRENTLY ON ASSIGNMENT AT THE NEW DUTY STATION ON TDY/EXTENDED TDY?			
f. ARE YOU NOW OR WERE YOU LEASING A RESIDENCE AT THE OLD DUTY STATION? (If "yes," complete item 18m, below)			
g. ARE YOU OBLIGATED TO PAY ANY PORTION OF AN UNEXPIRED LEASE AT THE OLD DUTY STATION? (If "yes," complete item 18m, below)			
h. DO YOU PLAN TO USE THE PROPERTY MANAGEMENT SERVICE IN LIEU OF SELLING RESIDENCE?			
i. NAMES CURRENTLY LISTED ON THE DEED OF TRUST (if applicable)		j. EST. SALE PRICE	k. EST. PURCHASE PRICE
l. MONTHLY RENTAL		m. UNEXPIRED LEASE AMOUNT	
SIGNATURE OF EMPLOYEE		DATE	

NASA FORM 1449 JUL 04 PREVIOUS EDITIONS ARE OBSOLETE.

Binding Decisions Form

**HOUSEHUNTING TRIP & TEMPORARY QUARTERS
BINDING DECISIONS FORM**

In order for NASA to more effectively manage its Relocation Services Program, you will be required to make binding decisions at the beginning of your relocation. Please indicate your choice for the following allowances:

HOUSEHUNTING TRIP:

_____ The fixed amount reimbursement method

_____ The lodgings plus reimbursement method

TEMPORARY QUARTERS:

_____ The fixed amount reimbursement method

_____ The actual expense reimbursement method

Employee Signature

Date

Binding Decisions Form

PCS CONUS PROPERTY MANAGEMENT BINDING DECISIONS FORM

FTR 302-15.2 allows CONUS PCS transferees to request Property Management Allowance in lieu of the home sale at the old duty station.

However, if authorized payment for property management expenses, you may not later elect to sell the residence at Government expense per NASA Policy.

FTR 302-15.11

If my agency authorized, and I elected to receive, payment for property management expenses, may I later sell my residence at Government expense?


See FTR 302-15.11. No, once an employee is offered, and decides to use the services of a property management service, reimbursement to the employee shall not be allowed for expenses authorized under FTR 302.6 that are similar to expenses or the cost for under the relocation service agreement.

I understand by electing property management services as allowed under FTR 302-15, NASA will not later pay for expenses to sell the residence.

Employee Signature

Date

NASA Form 1450, Authorization – Change of Official Station,
Page 1

 National Aeronautics and Space Administration		Authorization - Change of Station		1a. AUTHORIZATION NO.	1b. SAP FUNDS COMMIT DOCUMENT NUMBER
TYPE OF MOVE <input type="checkbox"/> FIRST DUTY STATION <input type="checkbox"/> FDS 5 USC 9811 <input type="checkbox"/> PCS <input type="checkbox"/> TCS <input type="checkbox"/> SES LAST MOVE HOME					
2. NAME OF EMPLOYEE		3. SOCIAL SECURITY NO.		4. MARITAL STATUS	
5. LOCATION OF OLD DUTY STATION/NASA CENTER		6a. LOCATION OF NEW DUTY STATION/NASA CENTER		6b. SUITE	
7. ENTER ON DUTY DATE		8. DATE SERVICE AGREEMENT SIGNED		9. TRAVEL DATES	
10. PER DIEM <input type="checkbox"/> a. EMPLOYEE <input type="checkbox"/> b. IMMEDIATE FAMILY		11. MISCELLANEOUS EXPENSES <input type="checkbox"/> a. WITH FAMILY <input type="checkbox"/> b. WITHOUT FAMILY			
12. TRANSPORTATION					
a. FAMILY WILL TRAVEL <input type="checkbox"/> (1) WITH EMPLOYEE <input type="checkbox"/> (2) SEPARATELY (Complete 12b, if checked)		b. REASON FOR SEPARATE TRAVEL		SEPARATE TRAVEL MODE AUTHORIZED <input type="checkbox"/> COMMERCIAL AIR <input type="checkbox"/> AUTO (add cost to 12c.) <input type="checkbox"/> OTHER (Specify) _____	
c. TRAVEL MODE <input type="checkbox"/> COMMERCIAL AIR <input type="checkbox"/> AUTO AT \$0. _____ PER MILE (Travel time limited to the average of 300 miles per day or the actual time, whichever is less) <input type="checkbox"/> OTHER (Specify) _____					
13. HOUSE HUNTING TRIP					
a. AUTHORIZED <input type="checkbox"/> YES (Complete 14b, c, and d, if checked) <input type="checkbox"/> NO		b. AUTHORIZED FOR <input type="checkbox"/> EMPLOYEE <input type="checkbox"/> SPOUSE <input type="checkbox"/> EMPLOYEE AND SPOUSE		c. NUMBER OF DAYS ALLOWED <input type="checkbox"/> ACTUAL _____ DAYS (NTE 10) <input type="checkbox"/> FIXED 10 DAYS	
d. CAR RENTAL IS AUTHORIZED <input type="checkbox"/> YES <input type="checkbox"/> NO					
14. MOVEMENT AND STORAGE OF HOUSEHOLD GOODS					
a. TRANSPORTATION AUTHORIZED <input type="checkbox"/> YES <input type="checkbox"/> NO		b. METHOD OF SHIPMENT <input type="checkbox"/> COMMUTED RATE <input type="checkbox"/> COMMERCIAL BILL OF LADING		c. SHIPPING WEIGHT _____ lbs. d. TEMPORARY STORAGE <input type="checkbox"/> AUTHORIZED NUMBER OF DAYS _____ (NTE 180 DAYS)	
e. NON-TEMPORARY STORAGE (Limited circumstances) <input type="checkbox"/> AUTHORIZED NUMBER OF DAYS _____		f. PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT <input type="checkbox"/> YES _____ lbs. <input type="checkbox"/> NO		g. SHIPMENT OF POV AUTHORIZED (See attached POV cost comparison) <input type="checkbox"/> YES <input type="checkbox"/> NO	
15. TEMPORARY QUARTERS					
a. AUTHORIZED <input type="checkbox"/> YES <input type="checkbox"/> NO		b. REIMBURSEMENT <input type="checkbox"/> ACTUAL NTE 60 DAYS _____ (NTE 60) <input type="checkbox"/> FIXED NUMBER OF DAYS _____ (NTE 30, NO EXTENSION)		c. EXTENSION <input type="checkbox"/> AUTHORIZED _____ DAYS EXTENSION (NTE 120 TOTAL INCLUDING ORIGINAL AUTHORIZATION)	
16. REAL ESTATE EXPENSES ANTICIPATED					
<input type="checkbox"/> a. NOT APPLICABLE <input type="checkbox"/> d. UNEXPIRED LEASE		<input type="checkbox"/> b. SALE OF OLD RESIDENCE <input type="checkbox"/> e. RELOCATION SERVICES		<input type="checkbox"/> c. PURCHASE OF NEW RESIDENCE <input type="checkbox"/> f. PROPERTY MANAGEMENT SERVICES	

NASA FORM 1450 MAY 05 PREVIOUS EDITIONS OBSOLETE.

PAGE 1 OF 2

NASA Form 1450, Authorization – Change of Official Station,
Page 2

17. RELOCATION INCOME TAX ALLOWANCE		
<input type="checkbox"/> a. EMPLOYEE INCOME ONLY <input type="checkbox"/> b. EMPLOYEE AND SPOUSE INCOME		
CONDITION: THE TRAVEL AND RELOCATION ALLOWANCES AUTHORIZED ARE IN THE INTEREST AND TO THE ADVANTAGE OF THE GOVERNMENT, AND THE CHANGE OF STATION IS NOT MADE PRIMARILY FOR THE CONVENIENCE OR BENEFIT OF THE EMPLOYEE OR AT HIS OR HER REQUEST. NECESSARY EXPENSES MAY BE INCURRED IN ACCORDANCE WITH PROVISIONS OF APPLICABLE FINANCIAL LAWS AND NASA REGULATIONS.		
18. TYPED NAME AND TITLE OF REQUESTER	19. SIGNATURE	20. DATE
21. TYPED NAME AND TITLE OF AUTHORIZING OFFICIAL	22. SIGNATURE	23. DATE
24. REMARKS		
a. ADDRESS:	b. CHILDREN	c. PHONE
REMARKS:		
ACCOUNTING CLASSIFICATION Detailed PCS Estimate Attached		TOTAL: _____
25. ATTACHED ITEMS TO CTO		
<input type="checkbox"/> NASA FORM 1449 <input type="checkbox"/> BINDING DECISION PROPERTY MANAGEMENT <input type="checkbox"/> BINDING DECISION FORM		
<input type="checkbox"/> WTA AGREEMENT <input type="checkbox"/> SF 1038 ADV. OF FUNDS APPLICATION <input type="checkbox"/> COST COMPARISON (Required for POV shipment)		
CERTIFICATION OF FUND AVAILABILITY (Signature and date)		

NASA FORM 1450 MAY 05 PREVIOUS EDITION IS OBSOLETE. PAGE 2 OF 2

Standard Form 1038, Advance of Funds Application

ADVANCE OF FUNDS APPLICATION AND ACCOUNT	1. TYPE OF ADVANCE	2. TYPE OF TRAVEL			4. ACCOUNT NO.	
	<input type="checkbox"/> CASH <input type="checkbox"/> CHECK	<input type="checkbox"/> TEMPORARY <input type="checkbox"/> PERMANENT	3. NAME (Last, first, middle initial) 5. TELEPHONE NUMBER(S)		6. SOCIAL SECURITY ACCOUNT NO.	
<p>In compliance with Privacy Act of 1974 the following information is provided: Solicitation of the information on this form is authorized by 5 U.S.C Chapter 57 as implemented by the Federal Travel Regulations (FPMR 101-7), E.O. 11608 of July 22, 1971, E.O. 11012 of March 27, 1962, and E.O. 9397 of November 22, 1943. The primary purpose of the information is to facilitate the review, approval, accounting, and advancement of funds for travel and certain relocation allowance expenses to be incurred under appropriate administrative authorization. The requested information will be used by officers and employees of this agency who have a need for such information in the performance of their official duties. The information will be disclosed to appropriate Federal, State, local or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, security clearances, or other investigations of the performance of official duty while in Government service. Your Social Security Number (SSN) is solicited for use as an employee identification number. Disclosure of the requested information is voluntary; however, failure to provide the information required may result in delay or suspension of your advance of funds request.</p>			7. DEPARTMENT OR ESTABLISHMENT		8. BUREAU, DIVISION OR OFFICE	
			8. APPLICATION -- (For completion by applicant)			
			An advance of funds is hereby requested for travel and other expenses to be incurred by me.			
			a. UNDER AUTHORIZATION NUMBER		b. DATE OF AUTHORIZATION	c. BALANCE DUE U.S. FROM PREVIOUS ADVANCE
			c. TRAVEL PERIOD From To		d. DATE OF AUTHORIZATION	e. AMOUNT HEREIN APPLIED FOR
d. MAIL CHECK TO <input type="checkbox"/> OFFICE <input type="checkbox"/> RESIDENCE (Give address -- number, street, city, State, ZIP code)		f. TOTAL		0.00		
APPLICANT SIGN HERE		DATE				
10. APPROVAL		SIGNATURE AND TITLE OF APPROVING OFFICIAL		DATE APPROVED	11. APPROPRIATION TO BE CHARGED	
12. REMARKS		13. CASH PAYMENT RECEIVED		DATE		

STANDARD FORM 1038 REV. (10-77)
Prescribed by GSA, FPMR (41 CFR) 101-7

13. RECORD OF ACCOUNT			NAME		ACCOUNT NO.			
TRANSACTION DATE	TRAVEL PERIOD		REFERENCE (Schedule or voucher number)	(Options)		ADVANCE ACCOUNT		
	FROM	TO		MEMO OF APPROVED EXPENSE VOUCHER	AMOUNT PAID EMPLOYEE	ADVANCED	REPAID	BALANCE DUE
				VOUCHER TOTAL				0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
REMARKS								


STANDARD FORM 1038 BACK (REV. 10-77)

TRAVEL VOUCHER <i>(Read the Privacy Act Statement on the back)</i>		1. DEPARTMENT OR ESTABLISHMENT, BUREAU DIVISION OR OFFICE		2. TYPE OF TRAVEL <input type="checkbox"/> TEMPORARY DUTY <input type="checkbox"/> PERMANENT CHANGE OF STATION		3. VOUCHER NO. 	
TRAVELER (PAYEE)	5. a. NAME (Last, first, middle initial) 			b. SOCIAL SECURITY NO. 		4. SCHEDULE NO. 	
	c. MAILING ADDRESS (Include ZIP Code) 			d. OFFICE TELEPHONE NO. 		6. PERIOD OF TRAVEL a. FROM b. TO	
	e. PRESENT DUTY STATION 			f. RESIDENCE (City and State) 		7. TRAVEL AUTHORIZATION a. NUMBER(S) b. DATE(S)	
	8. TRAVEL ADVANCE a. Outstanding b. Amount to be applied c. Amount due Government (Attached: <input type="checkbox"/> Check <input type="checkbox"/> Cash) d. Balance outstanding			9. CASH PAYMENT RECEIPT a. DATE RECEIVED b. AMOUNT RECEIVED c. PAYEE'S SIGNATURE		10. CHECK NO. 	
12. GOVERNMENT TRANSPORTATION REQUESTS, OR TRANSPORTATION TICKETS, IF PURCHASED WITH CASH (List by number below and attach passenger coupon; if cash is used show claim on reverse side.)							
I hereby assign to the United States any right I may have against any parties in connection with reimbursable transportation charges described below, purchased under cash payment procedures (FPMR 101-7).							
AGENT'S VALUATION OF TICKET (a)		ISSUING CARRIER (Initials) (b)	MODE CLASS OF SERVICE AND ACCOMMODATIONS (c)	DATE ISSUED (d)	POINTS OF TRAVEL		
					FROM (e)	TO (f)	
13. I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me. When applicable, per diem claimed is based on the average cost of lodging incurred during the period covered by this voucher.							
TRAVELER SIGN HERE				DATE		AMOUNT CLAIMED \$	
NOTE: Falsification of an item in an expense account works a forfeiture of claim (28 U.S.C. 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287; I.d. 1001).							
14. This voucher is approved. Long distance telephone calls, if any, are certified as necessary in the interest of the Government. (NOTE: If long distance telephone calls are included, the approving official must have been authorized in writing by the head of the department or agency to so certify (31 U.S.C. 680a).)							
APPROVING OFFICIAL SIGN HERE				DATE		17. FOR FINANCE OFFICE USE ONLY	
15. LAST PRECEDING VOUCHER PAID UNDER SAME TRAVEL AUTHORIZATION a. VOUCHER NO. b. D.O. SYMBOL c. MONTH & YEAR				COMPUTATION a. DIFFERENCES, IF ANY (Explain and show amount) \$			
16. THIS VOUCHER IS CERTIFIED CORRECT AND PROPER FOR PAYMENT AUTHORIZED CERTIFYING OFFICIAL SIGN HERE				b. TOTAL VERIFIED CORRECT FOR CHARGE TO APPROPRIATION Certifier's initials: \$			
DATE				c. APPLIED TO TRAVEL ADVANCE (Appropriation symbol): \$			
18. ACCOUNTING CLASSIFICATION				d. NET TO TRAVELER \$			

STANDARD FORM 1012 (REV. 10-77)
Prescribed by GSA, FPMR (41 CFR) 101-7

[illegible]

NASA Form 1338, Employee Application for Reimbursement of Expenses Incurred Upon Sale or Purchase of Residence Upon Change of Official Station (Front)

 National Aeronautics and Space Administration		Employee Application for Reimbursement of Expenses Incurred Upon Sale or Purchase (or Both) of Residence Upon Change of Official Station <i>(See instructions at bottom of page)</i>	
I. EMPLOYEE - CLAIMANT:			
NAME		MAILING ADDRESS	CHECK APPLICABLE BOX IF EARLIER CLAIM FOR REAL ESTATE EXPENSES SUBMITTED FOR THIS TRANSFER. <input type="checkbox"/> YES <input type="checkbox"/> NO
II. TRANSFER DATA:			
OLD OFFICIAL STATION	NEW OFFICIAL STATION		DATE OF NOTIFICATION OF IMPENDING TRANSFER
TRAVEL AUTHORIZATION DATE	DATE REPORTED TO DUTY AT NEW OFFICIAL STATION		DATE SERVICE AGREEMENT SIGNED
III. RESIDENCE PROPERTY DATA:			
(AT OLD OFFICIAL STATION)		(AT NEW OFFICIAL STATION)	
COMPLETE ADDRESS OF RESIDENCE			
NUMBER OF DWELLING UNITS ON PROPERTY			
SALE AND/OR PURCHASE PRICE			
DATE OF CLOSING OR SETTLEMENT			
AMOUNT OF EXPENSE BEING CLAIMED			
EMPLOYEE CERTIFICATION(S):			
I hereby certify that the amount claimed in connection with the above sale represents only amounts actually paid by me and that title to the property was in my name and/or a member of my immediate family and was my residence when first definitely informed of my transfer. _____ (Signature of Employee) (Date)		I hereby certify that the amount claimed in connection with the above purchase represents only amounts actually paid by me and that title to the property is in my name and/or a member of my immediate family and is my new residence. _____ (Signature of Employee) (Date)	
IV. APPROVALS:			
A. SALE EXPENSES - The expenses of the sale applied for above are hereby approved as being (1) reasonable in amount and (2) customarily paid by a seller in the locality where the property is located. <input type="checkbox"/> AS CLAIMED, <input type="checkbox"/> AS REDUCED, PER ATTACHED MEMO. _____ (Signature) (Date) _____ (Title)		B. PURCHASE EXPENSES - The expenses of the purchase applied for above are hereby approved as being (1) reasonable in amount and (2) customarily paid by a buyer in the locality where the property is located. <input type="checkbox"/> AS CLAIMED, <input type="checkbox"/> AS REDUCED, PER ATTACHED MEMO. _____ (Signature) (Date) _____ (Title)	
		C. FINAL ADMINISTRATIVE APPROVAL FOR PAYMENT - Payment of this claim is approved in the amount of: \$ _____ If Amount Approved is Less Than Amount Claimed, See Attached Memo. _____ (Signature) (Date) _____ (Title)	
INSTRUCTIONS			
A. EMPLOYEE - CLAIMANT 1. Prepare application in triplicate, completing Parts I, II, and III of face and enter all applicable amounts and totals on reverse side. 2. Attach one complete set of documents required to support claim - sales agreement between buyer and seller, settlement or loan closing statement, invoices and statements to support other items claimed for reimbursement, etc. These should be photo or picture copies, as they will not be returned. Be sure you have signed the employee certification(s). 3. Prepare and attach an appropriate agency travel voucher form, or Standard Form 1012, "Travel Voucher." (Record total amounts claimed on this form on the travel voucher.) 4. Submit original and first copy of application and supporting documentation, together with Standard Form 1012 or other appropriate agency travel voucher form, to the head of your office at new official station or to the appropriate official designated by your department or agency. Retain second copy of the application.		B. HEAD OF OFFICE 1. For Sales: Send original and copy of the application, together with the supporting documentation and travel voucher, to the head of the office at the claimant's old official station for handling and execution of the approval (See item IV.A.) by him, her, or designee, who will return the package to you. 2. For Purchases: Approval of the claim must be executed by the head of the office, or his or her designee, at the claimant's new official station (See item IV.B.). 3. Final administrative approval of payment of the claim must be executed by an appropriate approving official. (See item IV.C.) Such official shall independently determine, in accordance with the provisions of Circular No. A-56, the propriety of all reimbursements claimed (except with regard to reasonableness and whether customarily paid). In this connection, all vouchers for reimbursement of real estate expenses incident to the same transfer shall be examined. 4. Standard Form 1012, or other appropriate agency travel voucher form, shall be completed and submitted following usual procedures accompanied by the original application and supporting documents. File the copy of the application with the office copy of the voucher.	

NASA FORM 1338 AUG 97 PREVIOUS EDITIONS ARE OBSOLETE.


NASA Form 1338, Employee Application for Reimbursement of Expenses Incurred Upon Sale or Purchase of Residence Upon Change of Official Station (Back)

COSTS INCURRED AND PAID IN SELLING RESIDENCE AT OLD OFFICIAL STATION OR PURCHASING RESIDENCE AT NEW OFFICIAL STATION LOCATION (OR BOTH)			
ITEM	EXPLANATION	Former Residence	New Residence
1.	BROKERAGE FEES: The sales commission paid to a broker or real estate agent for selling former residence. Also, fees for listing a residence and payment for multiple listing service, if not included in commission paid to the broker or agent.	\$	X X X X X
2.	ADVERTISING: Expenses paid for newspaper and other advertising when a direct sale is made without the services of a real estate broker or real estate agent.	\$	X X X X X
3.	APPRAISAL FEE: The amount paid to a professional appraiser for establishing a suggested sale price for the residence.	\$	X X X X X
4.	LEGAL AND RELATED COSTS: The amounts paid for costs of (1) searching title, preparing abstract, and legal fees for a title opinion, or (2) title insurance policy where customarily furnished by the seller; costs of preparing conveyances, other instruments, and contracts; related notary fees; costs of making surveys, preparing drawings or plots, recording fees and recording taxes or other charges paid incident to recordation (e.g., mortgage discharge recording fees), etc.	\$	\$
5.	MISCELLANEOUS COSTS: Amounts paid in connection with sale of former residence and purchase of a new residence. (Normally, these expenses [except A.] are paid by the purchaser; however, depending on local custom and practice, the seller may be required to pay some of them.)	X X X X X	X X X X X
A.	PREPAYMENT CHARGE: The amount paid as required in the mortgage or other security instrument as a charge of prepayment; or if not specifically required by the mortgage instrument, the amount paid limited to 3 months prevailing interest on the loan balance.	\$	X X X X X
B.	LENDER'S APPRAISAL FEE: The amount paid for the mortgagee-lender's charge for residence appraisal.	\$	\$
C.	FHA OR VA APPLICATION FEE: The amount paid.	\$	\$
D.	CERTIFICATIONS: The amount paid for any required certifications as to structural soundness or physical condition of property, when required by mortgagee-lender, FHA or VA.	\$	\$
E.	CREDIT REPORT: The amount paid for credit or factual data report on the buyer, if required by mortgagee-lender, FHA or VA.	\$	\$
F.	MORTGAGE TITLE POLICY: The amount paid for mortgage (or lender's) title insurance policy only (as distinguished from a mortgage insurance policy on the life of the borrower and the additional cost for an owner's title policy).	X X X X X	\$
G.	ESCROW AGENT'S FEE: The amount paid to an escrow agent, title company, or similar entity for closing a real estate transaction.	\$	\$
H.	STATE REVENUE STAMPS: The amount paid.	\$	\$
I.	SALES OR TRANSFER TAXES; MORTGAGE TAX, IF ANY: The amount paid.	\$	\$
6.	OTHER INCIDENTAL EXPENSES: Such other reasonable and customary charges or fees paid as may be authorized and not properly includable in items listed above (itemize and explain; if necessary, attach separate sheet).	\$	\$
TOTAL - FORMER RESIDENCE		\$ ^{1-3/}	X X X X X
TOTAL - NEW RESIDENCE		X X X X X	\$ ^{2-3/}
<p>NOTE: In accordance with the real estate expense provisions of Circular No. A-56, costs of insurance against damage or loss of property, maintenance and operation costs and property taxes are not reimbursable. Also mortgage discounts, points, interest on loans, and losses in connection with the sale or purchase of a residence due to price or market conditions are not reimbursable. Notwithstanding the above, no fee, cost, charge, or expense is reimbursable which is determined to be a part of the finance charge under the Truth in Lending Act, Title 1, Public Law 90-231, and Regulation Z issued pursuant thereto by the Board of Governors of the Federal Reserve System.</p> <p>FOOTNOTES:</p> <p>1/ The aggregate amount of expenses which may be reimbursed is this amount, but it shall not exceed 10% of sale price or the prescribed maximum, whichever is smaller. (See FMM 9760-43.)</p> <p>2/ The aggregate amount of expenses which may be reimbursed is this amount, but it shall not exceed 5% of purchase price or the prescribed minimum, whichever is smaller. (See FMM 9760-43.)</p> <p>3/ If property is multiple family unit type (excluding condominium) expenses will be prorated and allowed for residence unit only.</p>			

NASA FORM 1338 AUG 97 PREVIOUS EDITIONS ARE OBSOLETE.

Appendix A-7


NASA Form 1500, Claim For Temporary Quarters Subsistence
Expense Reimbursement (Front)

 National Aeronautics and Space Administration		Claim for Temporary Quarters Subsistence Expense Reimbursement (Submit with Travel Voucher)	
INSTRUCTIONS			
1. ENTER DAILY EXPENSES PAID ON REVERSE SIDE.		5. If official temporary duty was performed during the temporary quarters subsistence expense reimbursement claim period, explain. Attach copy of paid voucher if claim has been paid.	
2. If temporary quarters subsistence expense reimbursement is claimed at different locations for employee and for dependent(s), use separate expense itemization sheet for each location.		6. Occupancy of permanent quarters means when household goods are moved in or the employee or any member of the family starts occupancy.	
3. If any other claim for temporary quarters subsistence expense reimbursement has been made in connection with this PCS move, explain. Attach copy of paid voucher if claim has been paid.		7. Receipts are required for any lodging expenses and all other expenses over \$75.00, except for the use of coin-operated laundry facilities.	
4. If separate claim has been made for PCS travel from an old to new duty station, explain. Attach copy of paid voucher if claim has been paid.			
NAME OF EMPLOYEE		NEW DUTY STATION	
LOCATION (Of new duty station)		NUMBER OF DEPENDENTS*	
DESCRIPTION		DATE	
EMPLOYEE REPORTED FOR DUTY AT NEW DUTY STATION ON -----			
PERMANENT QUARTERS AT OLD STATION VACATED BY EMPLOYEE ON -----			
PERMANENT QUARTERS AT OLD STATION VACATED BY DEPENDENTS ON -----			
OCCUPANCY OF PERMANENT QUARTERS BY EMPLOYEE OR ANY MEMBER OF THE FAMILY BEGAN ON -----			
EXPLANATION AND REMARKS			
EMPLOYEE SIGNATURE		DATE	
<small>*Included in claim. Show only eligible members of family included in travel authorization. NASA FORM 1500 JUN 2000 PREVIOUS EDITIONS ARE OBSOLETE.</small>			

NASA Form 1500, Claim For Temporary Quarters Subsistence
Expense Reimbursement (Back)

DAILY ITEMIZATION OF EXPENSES PAID											
ITEM	DATE	LODGING LOCATION	COST	NO OF PERSONS		MEAL COST INCLUDING TIPS*			LAUND AND DRY CLEAN		DAILY TOTAL AMOUNT
				EMP ONLY	DEP	BREAK- FAST	LUNCH	DINNER	COIN MACH	OTHER	
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
26											
27											
28											
29											
30											
TOTAL EXPENSES CLAIMED											
FOR ACCOUNTING OFFICE USE											
<small>* Show for each meal "C" if commercial meal and "H" if home meal.</small> <small>NASA FORM 1500 JUN 2000 PREVIOUS EDITIONS ARE OBSOLETE.</small>											

NASA Form 1204, Employee's Claim for Damage to, or Loss of,
Personal Property Incident to Service, Page 1

 National Aeronautics and Space Administration		Employee's Claim for Damage to, or Loss of, Personal Property Incident to Service		SUBMIT TO:	
SUBMIT IN DUPLICATE					
NAME OF CLAIMANT				CLAIM NO. (For Office Use Only)	
HOME ADDRESS (No., street, city or town, state and zip code)					
POSITION AND NASA INSTALLATION WHERE EMPLOYED				If claimant not employee, state relationship to employee	
1. In accordance with the provisions of 14 C.F.R. 1261.1, "Employees' Personal Property Claims," claim is made in the amount of \$ _____ for personal property, listed in detail on the reverse side hereof, damaged or lost incident to service with NASA. All applicable certificates, statements, and other documents required by 14 C.F.R. 1261.1 are attached.				YES NO	
2. I hereby assign to the United States, to the extent of any payment on this claim accepted by me, all my right, title and interest in and any claim I may have against any carrier, insurer or other party, arising out of the incident(s) described herein and will, upon request, furnish such evidence as may be required to enable the United States to enforce such claim.				3. If this claim arises from a transportation loss, was demand for this loss or damage made against the common carrier? If yes, attach copy of demand on and action taken by carrier. If no, attach explanation.	
I further agree to pay to the United States, to the extent required by 14 C.F.R. 1261.1, any payments made to me by a carrier, insurer, or other party for which I am also reimbursed by the United States in settlement of this claim.				Amount: Claimed \$ _____ Paid \$ _____	
If any of the property for which this claim is made is later recovered, or if reimbursement is received from a carrier or insurer, or other third party, I agree to give written notice immediately to the NASA counsel who is responsible for settling this claim.				4. If the property involved in this claim was insured, was demand made on insurer? If yes, attach copy of demand and action taken by insurer. If no, attach explanation.	
5. Has any previous claim been made against the United States for the property for which this claim is made? (If yes, explain below.)				Amount: Claimed \$ _____ Paid \$ _____	
7. State the date, facts and circumstances of the accident or incident causing the damage or loss. State in detail, adding additional sheets if necessary. Further information may be requested during the investigation of this claim.					
8. I make this claim with full knowledge of the penalties involved for willfully making a false claim (18 U.S.C. 287 and 1001 provide for a maximum fine of \$10,000 or imprisonment for 5 years or both; 31 U.S.C. 3729 provides for civil penalty of not less than \$5,000 and not more than \$10,000, plus 3 times the amount of the damages that the government sustains.)					
SIGNATURE OF CLAIMANT (or agent)				DATE OF CLAIM	

NASA FORM 1204 SEP 05 PREVIOUS EDITIONS ARE OBSOLETE. See NASA Regulation at 14 C.F.R. 1261.1, "Employees' Personal Property Claims."

Appendix A-9

NASA Form 1204, Employee's Claim for Damage to, or Loss of,
Personal Property Incident to Service, Page 2

Employee's Claim for Damage to, or Loss of, Personal Property Incident to Service							
(Continued)							
SCHEDULE OF PROPERTY							PAGE NO. 2
ITEM NUMBER	QUANTITY	DESCRIPTION OF ARTICLE (Include trademark or brand name, if known)	MONTH AND YEAR OF PURCHASE OR ACQUI- SITION	PURCHASE PRICE OR VALUE AT TIME OF ACQUI- SITION. IF ACQUIRED OTHER THAN BY PURCHASE	VALUE WHEN LOST OR DESTROYED	COST OF REPAIRS OR ESTIMATE, IF DAMAGED ONLY	ALLOWED VALUE (For Settlement Official's use only)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
(If not sufficient space for all items, add additional sheets retaining columnar arrangement.)				TOTALS	\$0.00	\$0.00	\$0.00

NASA FORM 1204 SEP 05 PREVIOUS EDITIONS ARE OBSOLETE. See NASA Regulation at 14 C.F.R. 1261.1, "Employees' Personal Property Claims."

**NASA Form 1204, Employee's Claim for Damage to, or Loss of,
Personal Property Incident to Service, Page 3**

Employee's Claim for Damage to, or Loss of, Personal Property Incident to Service (Continued)	
PAGE NO. 3	
CLAIMS SETTLEMENT OFFICIAL'S REPORT	
CLAIMANT:	CLAIM NO.:
ADDRESS:	
<p>1. As required by 14 C.F.R. 1261.1, "Employee's Personal Property Claims," the attached claim has been fully investigated (<i>attach investigative reports, if any.</i>)</p> <p>2. The claim is (is not) presented by a proper claimant and is (is not) within the coverage of 14 C.F.R. 1261.1.</p> <p>3. Report on Claim. (<i>Use additional sheets, if necessary. State all facts and circumstances bearing on allowability of the claim.</i>)</p>	
4. The attached claim is:	
<input type="checkbox"/> Allowed in the amount of \$ _____	<input type="checkbox"/> Disallowed <input type="checkbox"/> Forwarded to the General Counsel for settlement with the following recommendation (<i>if claim arises at a field installation and is over \$5,000.</i>)
SIGNATURE AND TITLE OF SETTLEMENT OFFICIAL	DATE

NASA FORM 1204 SEP 05 PREVIOUS EDITIONS ARE OBSOLETE.

See NASA Regulation at 14 C.F.R. 1261.1, "Employees' Personal Property Claims."

Appendix A-9

APPENDIX B**SUMMARY OF ALLOWANCES AND EXCLUSIONS**

Below is a summary, in table format, of the allowances and exclusions described in this guidebook. This summary is not meant to be all-inclusive.

ALLOWANCES

EN ROUTE TRAVEL EXPENSES	REIMBURSEMENT AMOUNTS
Transportation by Common Carrier	Actual Expense for Immediate Family
Transportation by POV	
Employee (or 1 family member)	\$.15/mi
Employee + 1 (or 2 family members)	\$.17/mi
Employee + 2 (or 3 family members)	\$.19/mi
Employee + 3 (or 4 family members)	\$.20/mi
More than 4 family members	\$.20/mi
En route Per Diem	NOT TO EXCEED
Employee, or spouse unaccompanied by employee	\$99.00
Accompanying Spouse	\$74.25
Each family member 12 years or older	\$74.25
Each family member under 12 years	\$49.50
MISC. EXPENSE ALLOWANCE	
Employee with immediate Family	Without documentation: flat allowance of \$1000 or 2 weeks' gross pay*, whichever is less *With documentation: Up to 2 weeks' gross pay for itemized actual expenses (maximum rate of grade GS-13)
Employee without Family	Without documentation: flat allowance of \$500 or 1 week's gross pay*, whichever is less *With documentation: Up to 1 week's gross pay for itemized actual expenses (maximum rate of grade GS-13)

Appendix B

<u>LODGINGS-PLUS REIMB. METHOD</u> <u>HOUSEHUNTING TRIP</u>	<u>REIMBURSEMENT AMOUNTS</u>
Maximum Time Allowable	10 days (incl. travel time)
Transportation Expenses Common Carrier POV: Employee POV: Employee & Spouse	Actual exp. for emp. and/or spouse only \$.15/mi \$.17/mi
Per Diem Employee, or spouse unac- companied by employee Accompanying Spouse	Reference Chapter 2 Reference Chapter 2
<u>FIXED AMOUNT REIMBURSEMENT</u> <u>HOUSEHUNTING TRIP</u>	<u>REIMBURSEMENT AMOUNTS</u>
Transportation Expenses Common Carrier POV: Employee POV: Employee & Spouse	Actual exp. for emp. and/or spouse only \$.15/mi \$.17/mi
Per Diem Employee Only Employee and Spouse	Gaining Center's Locality Rate x 5 Gaining Center's Locality Rate x 6.25
<u>ACTUAL EXPENSE METHOD</u> <u>TEMPORARY QUARTERS</u>	<u>REIMBURSEMENT AMOUNTS</u>
Maximum Time Allowable	60 days; add'l 60 days may be authorized for "compelling" reasons
Expenses Covered	Lodging, meals, laundry & dry-cleaning
1st 30-Day Period Employee, or spouse unac- companied by employee Accompanying Spouse (75% emp. rate.) Each other family member 12 years or older (75% emp. rate) Each other family member under 12 years (50% emp. rate)	NOT TO EXCEED \$99.00 \$74.25 \$74.25 \$49.50

2nd 30-Day Period (3/4 of 1st 30-day rate)	NOT TO EXCEED
Employee, or spouse unaccompanied by employee	\$74.25
Accompanying Spouse	\$49.50
Each other family member 12 years or older	\$49.50
Each other family member under 12 years	\$39.60
<u>FIXED AMOUNT REIMB. METHOD</u> <u>TEMPORARY QUARTERS</u>	<u>REIMBURSEMENT AMOUNTS</u>
Employee	Gaining Center's Locality Rate x up to 30 days x 75% (no extensions)
Each Accompanying Immediate Family Member	Gaining Center's Locality Rate x up to 30 days x 25% (no extensions)
<u>REAL ESTATE EXPENSES</u>	<u>REIMBURSEMENT AMOUNTS</u>
Time Limit	2 years (extension of 2 additional year under certain circumstances)
Sale Expenses	10% of sale price
Purchase Expenses	5% of purchase price
MOBILE HOME(includes boats- effective September 17, 1991)	If used as a residence
<u>HOUSEHOLD GOODS</u>	<u>REIMBURSEMENT AMOUNTS</u>
Transportation Expenses	According to costs incurred
Maximum Weight Allowance	18,000 pounds (additional 1,500 pounds may be authorized for professional books etc.)
STORAGE OF HOUSEHOLD GOODS	
Temporary	90 Days; additional 90 days may be authorized for compelling reasons NOTE: Storage amounts paid over 30 days are taxable and the employee pays the taxes.
Extended	Up to 3 years when assigned to isolated duty station within CONUS

<u>RELOCATION SERVICES</u>	Yes
<u>RELOCATION INCOME TAX ALLOWANCE</u>	Yes

EXCLUSIONS:

The following are examples of those items for which NASA cannot reimburse you. In many cases, the exclusions are the result of General Services Administration (GSA) Federal Travel Regulations (FTR 302). Again, if you have any questions please contact your Center point of contact for relocation.

- Househunting trip transportation and per diem for dependents other than spouse
- More than one househunting trip or a househunting trip taken after the employee reports to new duty station (spouse may still be eligible for a househunting trip - contact your Center point of contact for relocation for details).
- Househunting trip within 75 miles of old residence
- Most moving expenses associated with pets
- Costs of newly acquired items
- Transportation of certain household goods, as specified in Chapter 2. (Transportation of your automobile, which is excluded from the definition of household goods, is not allowed unless it has been determined that it is advantageous to NASA to ship the POV to the new duty station.)
- Separate charges for insurance, valuation, and expedited services for moving household goods
- Expenses such as fines, judgments, and court costs that were incurred while making a move
- Costs of repairing or replacing appliances and equipment
- Costs of altering or remodeling residence or other property
- Local transportation costs during temporary quarters

- Various real estate-related expenses as outlined in Chapter 3
- Various miscellaneous moving expenses as outlined in Chapter 3

APPENDIX C

GLOSSARY OF TERMS

Actual expense: Payment of authorized actual expenses incurred, up to the limit prescribed by the Administrator of GSA or agency, as appropriate. Entitlement to reimbursement is contingent upon entitlement to per diem, and is subject to the same definitions and rules governing per diem.

Approved accommodation: Any place of public lodging that is listed on the national master list of approved accommodations. The national master list of all approved accommodations is compiled, periodically updated, and published in the Federal Register by FEMA. Additionally, the approved accommodation list is available on the U.S. Fire Administration's Internet site at <http://www.usfa.fema.gov/hotel/index.htm>.

Authorization: The process of documenting, by means of a travel authorization form (NASA Form 1450) the travel to be performed and the expenses which will be reimbursed. Generally, all travel must be authorized in advance unless the circumstances of the particular trip are such that it is not feasible to secure advance authorization.

Automated-Teller-Machine (ATM) services: Government contractor-provided ATM services that allow cash withdrawals from participating ATMs to be charged to a Government contractor-issued charge card.

Calendar Day: The 24-hour period beginning at 12:01 am and ending at 12:00 am on the next day.

Commercial Bill of Lading: A document showing shipment of your goods and acknowledging their receipt, signed by the agent of the carrier, and issued by a carrier or the Government.

Common Carrier: Private-sector supplier of air, rail, or bus transportation.

Commuted Rate: A price rate used to calculate a set amount to be paid to an employee for the transportation and temporary storage of his/her household goods. It includes the cost of line-haul transportation, packing/unpacking, crating/uncrating, drayage incident to transportation and other accessorial charges and costs of temporary storage within applicable weight limit for storage including handling in/out charges and necessary drayage.

Continental United States (CONUS): The 48 contiguous States and the District of Columbia.

Dependent/Immediate Family: Any of the following named members of the employee's household at the time he/she reports for duty at the new permanent duty station or performs other authorized travel involving family members:

1. Spouse;
2. Children of the employee or employee's spouse who are unmarried and under 21 years of age or, who, regardless of age, are physically or mentally incapable of self-support. (The term "children" shall include natural offspring; stepchildren; adopted children; grandchildren, legal minor wards, or other dependent children who are under legal guardianship of the employee or employee's spouse; and an unborn child(ren) born and moved after the employee's effective date of transfer;)
3. Dependent parents (including step and legally adoptive parents) of the employee or employee's spouse; and
4. Dependent brothers and sisters (including step and legally adoptive brothers and sisters) of the employee or employee's spouse who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support.

Generally, the individuals named in items 3 and 4 will be considered dependents of the employee if they receive at least 51 percent of their support from the employee or employee's spouse; however, this percentage of support criteria shall not be the decisive factor in all cases. These individuals may also be considered dependents for the purpose of this definition if they are members of the employee's household and, in addition to their own income, receive support (less than 51%) from the employee or employee's spouse without which they would be unable to maintain a reasonable standard of living.

Effective Date of Transfer or Appointment: The date on which an employee or new appointee physically reports for duty at the new or first official duty station (as opposed to the Payroll/Personnel interpretation as the date the employee enters on the rolls).

Extended Storage: Storage of household goods while an employee is assigned to an official station or post of duty to which he/she is not authorized to take or unable to use the household goods or is authorized in the public interest. Also referred to as nontemporary storage.

Fixed Amount Reimbursement Method: NASA may offer a fixed dollar amount for a househunting trip and/or temporary quarters. The employee may accept or decline the offer. If accepted, no receipts or itemization is required for lodging, meals and incidental expenses. A voucher must be submitted claiming the allowances in order to be reimbursed.

Gaining Center: The NASA Center to which you are relocating.

Government contractor-issued individually billed charge card: A Government contractor-issued charge card used by authorized individuals to pay for official travel and transportation related expenses for which the contractor bills the employee.

Home Marketing Incentive Payment: This program offers you the opportunity to market your home and be rewarded when you bring in a qualified, bona fide buyer. You must use the NASA relocation services contractor in order to qualify for this payment. You will be limited to a total of 60 days of temporary quarters, including any househunting trip days, with no exceptions. The payment is considered taxable income to you and is not included in the relocation income tax allowance.

Household Goods (HHG): Property, unless specifically excluded, associated with the home and all personal effects belonging to an employee and immediate family members on the effective date of the employee's change of official station orders (the day the employee reports for duty at the new official station) that legally may be accepted and transported by a commercial HHG carrier.

(1) HHG also includes:

- (a) Professional books, papers, and equipment (PBP&E);
- (b) Spare parts of a POV (see definition of POV) and a pickup truck tailgate when removed;
- (c) Integral or attached vehicle parts that must be removed due to high vulnerability to pilferage or damage, (e.g., seats, tops, wench, spare tire, portable auxiliary gasoline can(s) and miscellaneous associated hardware);
- (d) Consumable goods for employees assigned to locations where the Department of State has determined that such goods are necessary;
- (e) Vehicles other than POVs (such as motorcycles, mopeds, jet skis, snowmobiles, golf carts, boats that can be transported in the moving van (e.g., canoe, kayak, rowboat, O/I motorboat (14 ft or less)));
- (f) Ultralight Vehicles (defined in 14 CFR part 103 as being single occupant, for recreation or sport purposes, weighing less than 155 pounds if unpowered or less than 254 pounds if powered, having a fuel capacity NTE 5 gallons, airspeed NTE 55 knots, and power-off stall speed NTE 24 knots.

(2) HHG does not include:

- (a) Personal baggage when carried free on tickets;
- (b) Automobiles, trucks, vans and similar motor vehicles, mobile homes, camper trailers, and farming vehicles;

- (c) Live animals including birds, fish, reptiles;
 - (d) Cordwood and building materials;
 - (e) HHG for resale, disposal or commercial use rather than for use by employee and immediate family members;
 - (f) Privately owned live ammunition; and
 - (g) Propane gas tanks.
- (3) Federal, State and local laws or carrier regulations may prohibit commercial shipment of certain articles not included in paragraph (2) of this definition. These articles frequently include:
- (a) Property liable to impregnate or otherwise damage equipment or other property (e.g., hazardous articles including explosives, flammable and corrosive material, poisons);
 - (b) Articles that cannot be taken from the premises without damage to the article or premises;
 - (c) Perishable articles (including frozen foods) articles requiring refrigeration, or perishable plants unless;
 - i. Shipment is to be transported not more than 150 miles and/or delivery accomplished within 24 hours from the time of loading;
 - ii. No storage is required, and
 - iii. No preliminary or en route services (e.g., watering or other preservative method) is required of the carrier.

Househunting Trip: One round trip for an employee and/or employee's spouse to seek a permanent residence at the new duty station in advance of a transfer. Such a trip may not exceed 10 calendar days in duration, including travel time.

Incidental Expenses: See Per Diem Allowance.

Lodging: See Per Diem Allowance.

Meals and Incidental Expenses (M&IE): See Per Diem Allowance.

Mileage Allowance: A rate per mile allowed instead of the actual expenses of operation of a privately owned conveyance or in connection with personally moving your mobile home.

Miscellaneous Moving Expense Allowance: Generally, a specified amount for the purpose of defraying various costs inherent in relocating a residence, such as disconnecting and connecting appliances, cutting and fitting rugs, forfeiture losses on medical, dental and food locker contracts that are not transferable, etc.

Mobile Home: Any type of house trailer and mobile dwelling constructed for use as a residence and designed to be moved overland, either by self-propulsion or towing.

Also, a boat (houseboat, yacht, sailboat, etc.) when used as the employee's primary residence.

Non-foreign area: The States of Alaska and Hawaii, the Commonwealths of Puerto Rico, Guam and the Northern Mariana Islands and the territories and possessions of the United States (excludes the Trust Territories of the Pacific Islands).

Nontemporary Storage: Storage of household goods and personal effects in lieu of transportation in connection with a regular duty assignment at a permanent duty station outside CONUS or in connection with a regular duty assignment at an isolated location in CONUS.

NSSC Travel Office: In fiscal year 2006, NASA centralized all change of station voucher payment transactions at the NASA Shared Services Center (NSSC) at Stennis Space Center, MS.

Official Station: The official station of an employee is the location of the employee's permanent work assignment. The geographic limits of the official station are:

- (1) The corporate limits of the city or town where stationed or if not in an incorporated city or town;
- (2) The reservation, station, or other established area (including established subdivisions of large reservations) having definite boundaries where the employee is stationed.

Per Diem Allowance: The per diem allowance (also referred to as subsistence allowance) is a daily payment instead of reimbursement for actual expenses for lodging, meals and related incidental expenses. The per diem allowance is separate from transportation expenses and other miscellaneous expenses. The per diem allowance covers all charges, including taxes and service charges where applicable for:

(a) **Lodging.** Includes expenses for overnight sleeping facilities, baths, personal use of the room during the daytime, telephone access fee, and service charges for fans, air conditioners, heaters and fires furnished in the room when such charges are not included in the room rate. Lodging does not include accommodations on airplanes, trains, buses, or ships. Such cost is included in the transportation cost and is not considered a lodging expense.

(b) **Meals.** Expenses for breakfast, lunch, dinner, and related tips and taxes (specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons).

(c) Incidental expenses.

2. Fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries;
3. Transportation between places of lodging or business and places where meals are taken, if suitable meals can be obtained at the TDY site; and
4. Mailing cost associated with filing travel vouchers and payment of Government sponsored charge card billings.

Permanent Change of Station (PCS): When an employee transfers from one official station to another, whether within the same government agency or between two different government agencies.

Privately Owned Vehicle (POV): Any vehicle such as an automobile, motorcycle, aircraft, or boat operated by an individual that is not owned or leased by a Government agency, and is not commercially leased or rented by an employee under a Government rental agreement for use in connection with official Government business.

Property Management Services: Programs provided by private companies for a fee, which help an employee to manage his/her residence at the old official station as a rental property. These services typically include, but are not limited to, obtaining a tenant, negotiating the lease, inspecting the property regularly, managing repairs and maintenance, enforcing lease terms, collecting the rent, paying the mortgage and other carrying expenses from rental proceeds and/or funds of the employee, and accounting for the transactions and providing periodic reports to the employee.

Relocation Income Tax (RIT) Allowance: The amount of payment computed and paid in Year 2 to cover substantially all of the estimated additional tax liability incurred as a result of the covered moving expense reimbursements received in Year 1. **This allowance is not available to new appointees.**

Relocation Service Company: A relocation company under contract to NASA to provide relocation services to eligible transferred employees (such as arranging for purchase of employee's residence, home finding assistance, spouse employment assistance, etc.).

Service Agreement: A written agreement between you and your agency, signed by you and an agency representative, stating that you will remain in the service of the Government for a period of time as specified in FTR 302-2.13 after you have relocated. If you violate a service agreement (other than for reasons beyond your control and which must be accepted by your Agency), you will incur a debt due to the Government, and you must reimburse all costs that your Agency has paid towards your relocation expenses including withholding tax allowance (WTA) and relocation income tax (RIT) allowance.

Standard CONUS Rate: The rate used to compute per diem for a permanent change of station and all other localities not specifically listed in the locality listing.

Temporary Change of Station: The relocation of an employee to a new official station for a temporary period while the employee is performing a long-term assignment, and subsequent return of the employee to the previous official station upon completion of that assignment.

Temporary Quarters Subsistence Expenses: Expenses incurred by you and your dependents when necessarily occupying temporary quarters until you can obtain permanent quarters incident to your transfer to a new duty station. Temporary quarters refers to lodging obtained temporarily after a transfer has been authorized or approved, and after you or your dependents vacate the residence quarters in which you and your dependents were residing at the time of your transfer.

Temporary Storage: Storage of household goods for a limited period of time at origin, destination, or en route in connection with transportation to, from, or between official station or post of duty or authorized alternate points. Also referred to as storage in transit (SIT).

Travel Claim (Voucher): A written request, supported by documentation and receipts where applicable, for reimbursement of expenses incurred in the performance of official travel, including permanent change of station (PCS) travel. NASA employees use Standard Form 1012.

Travel Status: The elapsed period of time from the beginning to the ending of the official travel in compliance with the authority stated on a travel order. This includes incidental waiting time en route for transportation connections and delays en route beyond the control of the traveler.

APPENDIX D

STATEMENT ON VIOLATION OF SERVICE AGREEMENT

In the event an employee violates the terms of a Service Agreement, including failure to effect the transfer, any monies spent by NASA for such travel, transportation, and allowances will be recoverable as a debt due NASA unless the reason(s) for separation is beyond the control of the employee and is acceptable to the responsible officials of NASA. Violations of the terms of a Service Agreement refer to failure to meet or comply with the specified conditions of the agreement.

Transfers from one duty station to another while serving under a current agreement within NASA is not an agreement violation even though a new assignment is signed in connection with the transfer. An employee serving under such an agreement at a permanent duty station within the United States or in a foreign or nonforeign location may be released from the conditions of such a service or transportation agreement when the separation was for reasons beyond the employee's control and acceptable to NASA. The determination of acceptability will be made by the Assistant Administrator for Human Capital Management for NASA Headquarters, or by the Director of the NASA center concerned.

APPENDIX E

A HELPFUL CHECKLIST OF THINGS TO DO

NOTE: This appendix is to assist you in preparing for your move. This is not to be construed to increase or decrease your permanent change of station entitlements in any way.

Phase I

- Verify what NASA's relocation policy covers and does not cover
- Establish tentative dates for your move
- Lay out your planning calendar schedules
- Put your home on the market, or notify your landlord of intent to vacate
- Begin your mover selection process
- If authorized, make a househunting trip to your new town. Contact a real estate agent or get an apartment guide if you are renting
- Work with your Transportation Office to select a moving company to handle your relocation
- Make a list of everyone you need to notify. Update your address book of friends, relatives, and other contacts, including phone numbers
- Obtain a change of address kit from the Post Office and begin filling out the notification cards
- Begin sorting out those items you do not plan to move. Plan a date for a garage sale

Appendix E

- Contact the Internal Revenue Service or your accountant for forms and information regarding tax deductible moving expenses
- Select your new home and arrange financing. Establish tentative closing dates
- Check school schedules and enrollment requirements
- If applicable, obtain place of worship information for your new area
- Determine requirements for new drivers' licenses and transfer of registration/license plates
- Contact an insurance agent to arrange for coverage on your new home and contents and automobile insurance
- Look for job opportunities for your spouse and children, if they plan to work
- Select a bank, establish accounts, and obtain a safe deposit box
- Sketch out a floor plan of your new home and get room measurements. Determine how your present furniture, appliances, and decor will fit, and make a list of things you will need to buy
- If you still have not found a new home, secure a Post Office box for mail forwarding
- Compile a list of utilities and their phone numbers. Determine any requirements to commence service (such as deposits or prepayments)

Phase II

- Notify schools when you are moving. Arrange for records to be transferred to the new school system
- Schedule pick-up and delivery dates with your mover. If you need storage, make arrangements with the moving company now
- Continue sorting belongings that you will dispose of, items you are taking with you, and everything else that goes with the mover

- _ If you have high value or unusual items that you expect to ship, obtain an appraisal and gather receipts
- _ Make your travel arrangements
- _ Time to hold your garage sale and/or give to charity items that you no longer need
- _ Verify your time schedules with your real estate agents or landlords
- _ Reconfirm dates for packing, pick-up, and delivery with your mover
- _ Send out change of address cards to the Post Office, friends, relatives, and magazines
- _ Gather all your personal records:
 - _ Doctors _ Dentists _ Lawyers
 - _ Accountants _ Worship Places _ Schools
- _ Contact utilities at your old home concerning disconnect dates, provide a forwarding address, and contact those in your new town to begin service:

	Disconnect/ Date	Commence/ Date
Phone company	_____	_____
Gas company	_____	_____
Electric company	_____	_____
Water service	_____	_____
Cable TV	_____	_____

- _ Notify your credit card companies of the change of address. Apply for new bank cards and local store charge accounts, if necessary
- _ Take care of financial arrangements:
 - _ Transfer bank accounts
 - _ Contents of safe deposit box
 - _ Notify your broker or investment counselor
 - _ Settle any outstanding bills
- _ Take your pet to the veterinarian for immunization and preparation for the journey. Arrange for transportation and obtain copies of your pet's records and licenses

- _ If you are moving out of or into an apartment or high-rise building, contact the property manager, and reserve the elevator for moving day
- _ Drain oil and gas from all your power equipment
- _ Cancel deliveries and services such as newspapers, diaper service, and trash collection, effective by your moving date
- _ Consider a sitter for kids and pets for moving day

Phase III (Moving Week)

Three or four days before moving out:

- _ Defrost your freezer. Give or throw away any perishable food you will not eat in the next two days
- _ Give your plants to a loving home
- _ If you are driving, have your car serviced

One or two days before moving out:

- _ Pack your luggage and anything you are taking with you
- _ Use only those household items you absolutely have to, like towels, sheets, pans, a coffee pot, and a few tools. Everything else should be ready to go
- _ Have the moving company pack everything that you are not taking yourself
- _ Obtain travelers checks for trip expenses and payment to movers

Moving Day: relax and observe the moving company professionals at work

- _ Return telephones to the phone company if they are leased
- _ Before the movers leave, check through the house with your driver to make sure nothing was missed. Remember to check the attic, basement, closets, cupboards, and drawers

[illegible]

APPENDIX F

CLOSING COSTS	SALE	PURCHASE	CONTROLLER GENERAL DECISIONS
Abstract or Title Search (customarily paid by buyer)	YES/NO	YES	GSBCA 15506 (GSBCA 14275)
Advertising (if reasonable and customary)	YES	NO	GSBCA 14544
Administration / Administrative Fee (if LOF is less than 1%)	NO	NO/YES	GSBCA 13692, GSBCA 15613 15384 (Seller 15718) 2002
Application Fee (VA and FHA mortgage only) (Conv if LOF 1%)	NO	YES/NO	GSBCA 15198
Appraisal Fee	YES	YES	GSBCA 15384, GSBCA 15419
Assignment Fee	NO	YES	GSBCA 14844
Assumption Fee (paid if not finance charge)	NO	NO/YES	B-217666, B-220741, GSBCA 15823
Attorney's Fees (paid if in connection with title)	YES/NO	YES/NO	GSBCA 15227, GSBCA 13649, GSBCA 13962
Broker's Commission (6%)	YES	NO	GSBCA 15542, B-258932
Buy Down	NO	NO	B-218955
Closing Fee (Lender's) (NTE 1% LOF)	YES/NO	YES/NO	GSBCA 15456, GSBCA 15343
Commitment / Lock-In Fee	NO	NO	GSBCA 14604
Construction Costs (GSBCA 11229 Const is Existing)	NO	NO	B-205510, GSBCA 15415, B-206051
Conveyances	YES	YES	GSBCA 15538
Courier Fees (Statement from EMP)	YES/NO	YES/NO	GSBCA 15506
Credit Report	YES	YES	GSBCA 15384
Discounts	NO	NO	GSBCA 15384
Document Preparation Fee (NTE 1% LOF to Lender) (title OK)	YES/NO	YES/NO	GSBCA 15645; Sept 22, 2004 GSBCA 16422
Document Review Fee (if reviewed by Attorney)	YES/NO	YES/NO	GSBCA 15386 (GSBCA 14256 YES)
Drawings/Plats (when required for legal or financing purposes)	YES/NO	YES/NO	GSBCA 15227
Duplicate Costs	NO	NO	B-252531
Earnest Money Deposit (yes / forfeited because of gov transfer)	YES/NO	YES/NO	GSBCA 13980, B-241483
Endorsements (FL Form 9/5.1 OK)	YES	YES	GSBCA 13721, B-233361
Environmental Testing (if required by lender, federal/state/local law)	YES/NO	YES/NO	GSBCA 15613
Escrow Agent Fee	YES	YES	GSBCA 13797, B-233484
Escrow Closing Fee	YES	YES	B-221059
Fax Charges (if required, Statement from Emp)	YES	NO	GSBCA 14252
Federal Express (if necessary, Statement from Emp)	YES/NO	YES/NO	GSBCA 15384, GSBCA 15353
Final Inspection (not in connection with construction)	NO	YES	GSBCA 14229
Finance Charges	NO	NO	GSBCA 15543
Finder's Fee	NO	NO	B-230703
Flood Certification	YES	YES	GSBCA 15506
Flood Determination	YES	YES	GSBCA 14493
Flood Insurance	NO	NO	B-172742
VA Funding Fee (Lender's Loan Funding Fee 15785)	NO	NO	GSBCA 15453 (Lender's 15386)

**The NASA Employee's
Guide To An Easier Move**

Appendix F

CLOSING COSTS	SALE	PURCHASE	CONTROLLER GENERAL DECISIONS
Grantor's Tax	YES	NO	GSBCA 14256
Hazard Insurance	NO	NO	GSBCA 15384
Home Inspection (if required for obtaining financing)	YES/NO	YES/NO	GSBCA 15613 B-241770; Mar 1, 2005 GSBCA 16516
Homeowners Transfer Fee	NO	NO	B-258932
Home Warranty	NO	NO	B-193578 GSBCA 16277- Relo
Insurance	NO	NO	FTR 302-6.2(2)(i)
Intangible Taxes	YES	YES	B-187123
Interest (Prepaid)	NO	NO	GSBCA 15645; Aug 22, 2003 GSBCA 16171
Joint Purchase	NO	NO	B-223018
Judgment Search / Lien Reports	YES	YES	B-179573
Lender's Inspection Fee	YES	YES	GSBCA 13649
Lender's Closing Costs	NO	NO	B-208837
Lien Release Fees	NO	NO	GSBCA 14575
Lien Search Fee	NO	YES	B-208302
Litigation	NO	NO	GSBCA 14267
Loan Discounts (Points)	NO	NO	GSBCA 15384
Loan Fee (Points)	NO	NO	GSBCA 15386
Loan Origination Fee (NTE 1% of Loan Origination Fee)	NO	YES	GSBCA 15613
Maintenance Costs	NO	NO	GSBCA 15591
Messenger Fees (if required, Statement from Emp)	NO/YES	NO/YES	B-241986; B-217474
Notary Fees	YES	YES	GSBCA 13649
Pest Inspections (if required by lender, federal/state/local law)	YES/NO	YES/NO	B-241770
Pool Inspections	NO	NO	B-219258
Power of Attorney	YES	YES/NO	B-252815, GSBCA 16114-Relo
Prepayment Penalty	YES	NO	B-237972
Processing Fee (NTE 1% Loan Origination Fee)	YES/NO	YES/NO	GSBCA 15506; 16383 ('04)
Property Inspections (if required by federal/state/local law)	YES/NO	YES/NO	GSBCA 15645; 16043
Property Taxes	NO	NO	GSBCA 15227; 2005: 16543 (4/20/05)
Radon Inspections (if required for obtaining financing)	YES/NO	YES/NO	GSBCA 15613, GSBCA 15207
Recordation Tax	YES	YES	
Recording / Filing Fees	YES	YES	GSBCA 15227, GSBCA 15730
Re-Inspection Fee (NTE 1% Loan Origination Fee)	YES/NO	YES/NO	GSBCA 15506
Release Fee (if not considered finance charge)	YES/NO	YES/NO	B-200083
Reproduction costs (if required by lender, Statement from employee)	YES/NO	YES/NO	B-217666.2
Second Loan Origination Fee (NTE 1% Loan Origination Fee)	YES/NO	YES/NO	B-229322
Second Loan	NO	YES/NO	B-208302
Septic Inspections (Newly Constructed NO)	NO/YES	NO	B-233484
Settlement or Closing Fees (Title)	YES	YES	GSBCA 14306
State/County/City Revenue Stamps	YES	YES	FTR 302-6, GSBCA 15615
Structural Inspections (required by lender, state/local law)	YES/NO	YES/NO	B-248906

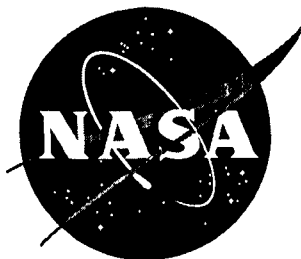
**The NASA Employee's
Guide To An Easier Move**

Appendix F

CLOSING COSTS	SALE	PURCHASE	CONTROLLER GENERAL DECISIONS
Sub-Escrow Fee	NO	YES	B-226271
Survey Boundary	YES	YES	GSBCA 15613, GSBCA 15730; Sept 22, 2003 GSBCA 16171-Relo
Survey Review Fee		NO	GSBCA 16053-Relo
Tax Certificate Fee	NO	NO	B-233484, B-215709
Tax Search Fee	NO	NO	B-199944
Tax Service Fee GSBCA 15860-Relo GSBCA 16562	NO	NO	GSBCA 15645, GSBCA 15730, 15506, 15384
Termite Inspection	YES/NO	YES/NO	
Tie-In Fee	NO	NO	B-192851
Title Examination Fee	YES	YES	GSBCA 15817
Title Insurance Binder (if customarily paid by seller)	NO/YES	YES	B-188253
Title Insurance (Lender) (unless regarded by Lender)	NO/*YES	YES	GSBCA 15227, GSBCA (15384*)
Title Insurance (Owner)	YES	NO	GSBCA 15227, GSBCA 15384
Title Policy	NO	NO	GSBCA 15541
Transfer Tax / Recordation Tax (does not apply to HOA)	YES	YES	GSBCA 15629
Underwriting Fee	NO	NO	GSBCA 15506
VA funding Fee	NO	NO	GSBCA 15672
Well Inspections (if require & customary)	YES/NO	YES/NO	GSBCA 14223
Wire Fee (if required by lender, Statement from Emp)	YES/NO	YES/NO	GSBCA 15506
NOTE:			
HOA (Homeowner's Association)			
POA (Property Owner's Association)			
POC (Paid outside of Contract) - Proof of payment needed B-219501			
HOA/ POA B-258932 Pur			
HOA GSBCA - 14291 Sale			
15384 Owner's/ 13980 Earnest			
*Real Estate expenses are paid according to what is customarily paid by the seller of a residence at the old official station or by the purchaser of a residence at the new official station (FTR 203-11.200). The above information is subject to change as new Controller General decisions are made. As a result, updates to this document will be made periodically. Exceptions or unique issues will be researched on a case-by case basis.			

APPENDIX G

HOME MARKETING INCENTIVE PROGRAM BROCHURE



HOME MARKETING INCENTIVE PROGRAM

As part of the NASA Home Sale Program you may wish to take advantage of the NASA Home Marketing Incentive Program. This program offers you the opportunity to market your home and be rewarded when you bring in a qualified, bona fide buyer. Because the fees paid to NASA's relocation services contractor are significantly less when you aggressively market your home and secure an outside contract, NASA has implemented a program wherein the savings are shared with you.

Please read the details carefully as you will need to make some immediate, binding decisions if you choose to participate.



AWARD PAYMENTS

The amount of the award will be based on the amended sale price. You will not be required to file a voucher for this payment. The payment will be generated based upon notification by Cendant Mobility that an amended sale has settled. To receive payment of the award, the sale which you negotiated has to actually close. If, for whatever reason, it does not settle and the property reverts to the relocation company as regular inventory, the award will not be granted. The award will be paid by the finance office at the installation to which you have been transferred.

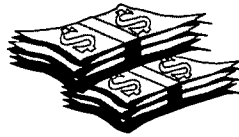
ADDITIONAL INFORMATION

Employees electing to participate in the Home Marketing Incentive Program will be limited to a total of 60 days of temporary quarters, with no exceptions.

Please work closely with your Cendant Relocation Counselor who will guide you through the amended sale process.

If you have not yet entered the Home Sale Program but would like to speak to someone about this program, please call 1-877-332-7356.

BENEFITS



You can receive an award equal to 3% of the *amended value* of the home or one-half of the savings NASA realizes from the reduced fee it pays to Cendant Mobility, whichever is lower. In almost all cases, it will be the three percent. The following chart outlines some sample situations and the possible benefit to you:

Appraised Price	Actual Sale Price	Incentive Payment <i>(based on 3%)</i>	Amount Paid to Employee <i>(taxes not reflected)</i>
\$100,000	\$102,000	\$3,060	\$105,060
\$100,000	\$ 98,000	\$2,940	\$100,940
\$150,000	\$153,000	\$4,590	\$157,590
\$150,000	\$148,000	\$4,440	\$152,440
\$200,000	\$204,000	\$6,120	\$210,120
\$200,000	\$198,000	\$5,940	\$203,940

ELIGIBILITY

To be eligible for this program you must use the NASA relocation services contractor, Cendant Mobility, to purchase your home at the old duty station. If you opt for direct reimbursement of your real estate expenses, you are not eligible for this program.

You must list your home with a qualified real estate broker for *a minimum of sixty days* (or until a buyer is found). The listing must include the following exclusion clause:

The seller hereby reserves the right to sell the property directly to Cendant Mobility at any time and, in such event, to cancel this listing agreement with no obligation for commission or continuation of listing hereafter and to turn over an acceptable written offer hereunder to Cendant Mobility for closing and payment of commission which shall be deemed earned and payable only upon closing of title.

Once you enter the program, you are required to continue the listing for the entire 60 days. This decision is binding and withdrawal from the program is not permitted.

In addition, you must list your home for no more than 5% of the highest of the following:

- the Broker's Market Analysis
- the suggested list price for the property as developed in Cendant's market strategy
- Cendant's buyout offer.

TAX CONSEQUENCES

The Home Marketing Incentive is considered taxable income to you: therefore, income and employment taxes will be withheld. You will not receive a withholding tax allowance to offset the withholding on the incentive payment, nor a relocation income tax allowance payment for any of the federal, state and local income taxes on the incentive payment.

APPENDIX H

NASA RELOCATION HIGHLIGHTS *in partnership with* CENDANT MOBILITY

NASA has contracted with Cendant Mobility Services to provide you with a comprehensive program to assist you with all phases of your relocation. You will be contacted by a Cendant Mobility Consultant to walk you through the various steps. The following is a synopsis of the many features of the program. Your Consultant will help you with the details of each phase of your move.

PRE-TRANSFER COUNSELING

Pre-transfer counseling includes advance information on the services provided by Cendant Mobility. You should call the Government Relocation Information Center toll free at 1-877-332-7356 whether you've accepted a transfer or are just considering a move.

DESTINATION SERVICES

Cendant Mobility offers professional guidance on making an informed decision in your new location. In addition, our local real estate agent can provide you with information on housing availability and costs, schools, taxes and the community. Our experts will help you plan your home finding trip, assign a local real estate agent(s) and monitor your home finding trip to ensure that you make the best use of your time.

DEPARTURE AREA SERVICES - HOMESALE ASSISTANCE

Eligibility: In order to participate in the home purchase program, you must:

- © Legally own the property as defined in the Federal Travel Regulations
- © Commute to and from the property, making this your official residence.

In addition, the property must meet certain eligibility criteria. It must be a completely constructed property that complies with all local, state and federal building, fire, health, and safety requirements. The following properties are *not* eligible:

- © Homes that are not insurable
- © Mobile/manufactured homes, cooperatives, boats and houseboats
- © Contaminated properties (lead paint, asbestos, leaking underground storage tanks, properties near hazardous waste sights, etc.)
- © Homes where financing can not be obtained.

In addition, there are situations where NASA may only pay a pro-rata (partial) share of the Cendant Mobility fee. In the following instances, you would be responsible for the payment of the unpaid portion of the fee. This would include:

- © Situations where the home is in title with a non-family member
- © Ownership of a duplex or multi-family dwelling that is only partially occupied by you
- © Ownership of a property with land in excess of that which is reasonable for the area
- © Homes with a value in excess of \$500,000

MARKETING ASSISTANCE

This program is designed to help you maximize the value you can expect for your home. The appraisal process will give you a guarantee from Cendant Mobility, which may or may not be the eventual selling price of your property. Only the open market will determine the "worth" of your home. Your Consultant will work with you to develop a strategy to market your home. We will work with you to select an effective real estate agent, to list your home at a price that will generate interest from the buyers in your area, and then to negotiate the best possible price for your home.

It is important that you begin this process as soon as possible. You do not have to have your official transfer documents in hand to talk with one of our Consultants. Call toll free, 1-877-332-7356 for more information.

LISTING YOUR HOME

It is imperative that you include the following exclusion clause in any listing agreement that you sign:

The Owners hereby reserve the right:

1. *To sell, transfer or otherwise convey the property to Cendant Mobility at any time, and in such event, the agreement is canceled with no obligation of commission or continuance of the listing thereafter: and*
2. *No commission or compensation shall be earned by, or due payable to, broker until the sale of the property has been consummated between the seller and buyer, the deed delivered to the buyer and the purchase price delivered to the seller.*

THE APPRAISAL PROCESS

Cendant Mobility will order two appraisals of your current residence. Your Consultant will provide you with a list of local, qualified, independent fee appraisers. You may select two from this list or you may suggest alternative appraisers not on the list. If you select alternative appraisers, they must meet the following standards:

Derive his/her income primarily from residential appraising (not commercial appraising or as a real estate agent/broker)

- © Be familiar with market conditions in the area where your home is located
- © Have knowledge and experience using the Employee Relocation Council appraisal form
- © Be available to complete the assignment in an accurate and timely manner so that Cendant Mobility can present an offer to you within 30 days
- © Have access to current local market data through a multiple list service or other cooperative service
- © Have no present or future interest in your home, nor have a relationship that would affect an independent judgment on the value
- © Not be a government employee, or related to you, or a Cendant Mobility employee
- © Not have appraised your home within the past six months

The appraisers will be asked to evaluate your home based on the market value approach. They are asked to consider current sales of similar homes in your area and estimate the most probable price your home might sell for under current market conditions in your community. This does not mean the highest or the lowest price. The appraisers will consider the value of your home in "as is" condition. Since the

appraisers are not qualified to judge the condition of roofs, water heaters, furnaces, etc., they assume that everything is in working condition.

Take an Active Role in the Appraisal Process. Give all appraisers a list of comparable homes that have recently sold and closed, and those which are currently on the market. The appraisers must consider this information when determining the value of your property. If not, they must provide an explanation as to why it was not included in their written report.

Once Cendant Mobility receives the written appraisal reports, they are reviewed for consistency of information. If the values are within 5% of the higher appraisal, the two appraisal values are averaged and you are called with a guaranteed offer. If the difference of opinion is more than 5%, a third appraisal is ordered. When all three reports are in, the two closest are averaged and that is the guaranteed offer you will receive. If all three vary equally, all three are averaged.

Your Consultant will make the offer to you by phone and follow up with a written offer. The written offer will include copies of the appraisals and any inspections that might have been ordered. You will have 60 calendar days to continue to market your home for an amended sale, or accept/reject the offer.

EQUITY ADVANCE

To enable you to market your home for as long as possible and to take advantage of the home selling incentive, you can ask for a no-interest equity advance for up to 95% of your equity off of the guaranteed offer. You will simply need to demonstrate to your Consultant that you need the funds for the purchase of a home in your new location.

THE AMENDED SALE

If you receive an offer from an independent source, you should immediately notify your Cendant Mobility Consultant. **DO NOT SIGN ANY CONTRACTS, COUNTER-OFFERS OR CONTRACT ADDENDUMS.** If you do sign any document with a buyer, you will no longer be able to participate in the Cendant Mobility program. In addition you will no longer qualify for the NASA Homesale Incentive Program (*see below*).

Your Cendant Mobility Consultant will review your offer to determine if it is a bona fide offer (all contingencies have been met) and instruct you on how to proceed. The Consultant will speak with your real estate agent to ensure his/her cooperation with the process. You will be asked to amend Cendant Mobility's contracts of sale to the new higher, amended price. If your appraisals are not complete, you can still take advantage

of this part of the program. Cendant Mobility will simply send you a contract of sale at the amended value sale price. There will be no appraised price. Cendant Mobility will then purchase the property from you for this amount. At the same time, the agent will be instructed to send the buyer's contract to Cendant Mobility for signature. This process ensures that you will receive the higher price; that you have access to your equity; that you are protected in case the transaction does not go to settlement, and that your real estate agent receives the earned commission. In addition, it makes you eligible for the NASA Homesale Incentive Program, as explained below.

THE NASA HOMESALE INCENTIVE PROGRAM

Because NASA's fees to Cendant Mobility are significantly less (if you are able to generate an outside offer instead of accepting the appraised price), NASA has implemented this program to share the benefit of the savings with you. You will receive a detailed brochure outlining NASA's program. You must commit to marketing your home within set guidelines. After the home closes between Cendant Mobility and the outside buyer, you will receive either 3% of the amended value of your home or one-half of the savings NASA received from the reduced fee. Your Consultant will review the details of the program with you.

VACATING YOUR PROPERTY

Once you have sold your home to Cendant Mobility (either at the appraised price or as an amended sale), you have 45 days to vacate your property. The property must be left in broom-clean condition.

You and your family will have many questions about the relocation process. Our goal at Cendant Mobility is to relocate you to your new location as efficiently and cost effectively as possible. Our Consultants are versed in all the details of the NASA program. This guide is designed as a quick reference. Your Cendant Mobility Consultant will work through all the details with you. Please call whenever you have a question or concern.